

Penn State Harrisburg
Faculty Senate Agenda
End-of-Year Meeting
Tuesday, May 16, 2017
Madlyn Hanes Executive Conference Room C-300/12:00-5:00 p.m.

- I. LUNCH, WELCOME AND INTRODUCTIONS (12:00 P.M.)
- II. REMARKS FROM THE SENATE PRESIDENT, Peter Swan
 - a. Presentation to the Outgoing President
 - b. 2017-2018 List of Capital College Senators Appendix "A"
 - c. 2017-2018 List of University Senators Appendix "B"
 - d. Election of Faculty Senate Secretary
 - e. Appointment of Parliamentarian of the Faculty Senate
- III. COMMITTEE SUMMARY REPORTS FROM COMMITTEE CHAIRS
 - a. Academic Affairs – Linda Null Appendix "C"
 - b. Athletics Committee – Rebecca Weiler-Timmins Appendix "D"
 - c. Enrollment Management and Outreach – IndritHoxha Appendix "E"
 - d. Faculty Affairs – Amit Banerjee Appendix "F"
 - e. Human Resources – Anne Verplanck Appendix "G"
 - f. Information Systems and Technology – Gloria Clark Appendix "H"
 - g. International and Intercultural Affairs – NihalBayraktar Appendix "I"
 - h. Physical Plant –Heidi Abbey-Moyer Appendix "J"
 - i. Strategic Planning Committee – Catherine Rios Appendix "K"
 - j. Student Affairs – Hengameh Hosseini Appendix "L"
- IV. REPORT FROM THE CHANCELLOR, Mukund Kulkarni
- V. REPORT FROM THE ACADEMIC COUNCIL
- VI. REPORT FROM THE UNIVERSITY COUNCIL REPRESENTATIVE
- VII. COMMITTEE CHARGES FOR THE 2017-2018 ACADEMIC YEAR
- VIII. IDENTIFY FORUM TOPICS FOR THE 2017-2018 ACADEMIC YEAR
- IX. IDENTIFY FACULTY SENATE AGENDA ITEMS FOR THE 2017-2018 ACADEMIC YEAR

APPENDIX “A”

CAPITAL COLLEGE FACULTY SENATE 2017-2018

	NAME	SCHOOL	ROOM	WORK #	E-MAIL ADDRESS
1	J. Brian Adams (School – 1 yr.)	SET	W256d	948-6691	Jba4@psu.edu
2.	Jennifer Gibbs (At-Large – 1 yr.)	SPA	W160n	948-6046	Jcf25@psu.edu
3.	Younhee Kim (School – 2 yrs.)	SPA	W159	948-6649	Yzk46@psu.edu
4.	Roderick Lee (School – 2 yrs.)	SBA	E335	948-6641	Rll142@psu.edu
5.	Linda Rhen (School – 1 yr.)	BSED	W331p	948-6638	lxr29@psu.edu
6.	Emily Mross (LIB – 2 yr.)	LIB	LIB	948-6130	Elm43@psu.edu
7.	Parag Pendharkar (At-large- 1 yr.)	SBA	W335	948-6028	Pxp19@psu.edu
8.	David Witwer (At-large – 1 yrs.)	HUM	W356	948-6470	Dxw44@psu.edu
9.	Rodney Zink (School – 2 yrs.)	HUM	W356	948-6470	Rjz12@psu.edu
10.	Mukund Kulkarni – Chancellor	ADMIN	C119	948-6103	Msk5@psu.edu
12.	Omid Ansary – Senior Associate Dean	ADMIN	C119	948-6103	Axa8@psu.edu
11.	Peter Swan President (1 yr.)	SBA	E356	948-6443	Pfs4@psu.edu
12.	Glen Mazis President-Elect (1 yr.)	HUM	W356	948-6202	gam7@psu.edu
13.	Bing Ran Immediate Past President (1 yr.)	SPA	W160a	948-6057	Bur12@psu.edu
14.	Student Representative	SGA			
Non-Voting Member:					
14.	Martha Strickland Univ. Senate Council Rep. – 1 yr.	BSED	W331	948-6525	mjs51@psu.edu
15.	Staff Asst. – Stephanie Ponnett	Admin.	C-114R	948-6062	Slp29@psu.edu

1 year denotes 1 year remaining on a 2 year term while 2 years denotes 2 years remaining on a 2 year term of service.

APPENDIX “B”

CAPITAL COLLEGE UNIVERSITY SENATORS 2017/2018

- | | |
|--|--|
| 1. Rajarajan Subramanian (SSET)
717-948-6124
Room W-235, Olmsted
Rus30@psu.edu
Term: 2014-2018 | 5. Anne Douds (SPA)
717-948-6667
Room W160, Olmsted
Asd12@psu.edu
Term: 2016-2020 |
| 2. Richard Brown (SBA)
717-948-6676
Room W335, Olmsted
Rsb24@psu.edu
Term: 2014-2018 | 6. Martha Strickland (BSED)*
717-948-6525
Room W331, Olmsted
mjs51@psu.edu
Term: 2017-2021 |
| 3. Jennifer Sliko Meyer (SSET)
717-948-6421
Room W236C, Olmsted
Jls1093@psu.edu
Term: 2015-2019 | 7. Paul Thompson (SPA)
717-948-6755
Room W157h, Olmsted
pbt1@psu.edu
Term: 2017-2021 |
| 4. Matthew Wilson (HUM)
948-6191
Room W356, Olmsted
Term: 2015-2019
Mtw1@psu.edu | Alternates:
Matthew Woessner (SPA)
717-948-6489
Room W160e, Olmsted
mcw10@psu.edu

Marissa Harrison (BSED)
717-948-6068
Room W331, Olmsted
mah52@psu.edu

Student Representative
Mathew Kurian |

FINAL REPORT ACADEMIC AFFAIRS 2016-17

Attendance

Name	9/1/16	10/6/16	11/17/16	12/8/16	1/19/17	2/16/17	4/20/17
Gina Brelsford (BSED)	Present	Present	Present	Present	Excused*	Present	Present
Richard Ciocci (SET)	Present	Present	Present	Present	Present	Present	Present
Adam Gustafson (HUM)	Present		Excused*	Present	Present	Present	Present
Bernadette Lear (LIB)	Present	Present	Present	Present	Present	Present	Present
Linda Null (SET) Chair	Present	Present	Present	Present	Excused*		Present
Martha Strickland (BSED)	Present	Present	Excused*	Excused*	Present	Present	Present
Juliette Tolay (SPA)		Present	Present	Present	Present	Present	Present
PremalVora (SBA)	Present	Present		Present	Present	Present	

* Electronic participation or proxy

Committee Accomplishments

The Committee’s standing charge is to review all course and program proposals to ensure that proper documentation and assessment have been performed. During the 2016-2017 academic year, the Committee reviewed a total of 40 course and program proposals.

Courses Reviewed and Approved/Approved Pending Changes/Not Approved

Course	Title
AMST 100	Introduction to American Studies
MET 458	Controls Laboratory
MET 370	Engineering Materials Laboratory
MET 338	Thermal/Fluids Laboratory
MET 481	Project Design
MET 321	Analytical Techniques
MET 336	Engineering Fluid Mechanics
IET 311	Elements of Metallurgy
MET 486	Project Design
MET 365	Design of Machine Elements
MET 448	Mechanical Engineering Technology Laboratory B
IE 303	Engineering Economic Analysis
ET 321	Dynamics
ET 300	Mechanics I: Statics
MET 332	Thermal Engineering A
MATH 448	Mathematics of Finance
P ADM 572	Research and Theory in Public Budgeting and Finance
P ADM 574	Research and Theory in Nonprofit Management

ENGL 430	The American Renaissance
AMST 491W	American Themes, American Eras
AMST 151	Technology and Society in American History
AMST 482	Public Heritage Practices
PSYC 573	Career Counseling: Research, Assessment and Intervention
PLSC 90	Introduction to Security

Programs Reviewed and Approved/Approved Pending Changes/Not Approved

Accounting/MBA IUG	Intercollege Maser of Professional Studies
Finance/MBA IUG	in Homeland Security
Information Systems/MBA IUG	Master of Professional in Criminal Justice
Management/MBA IUG	Policy and Administration
Marketing/MBA IUG	P-3 Phase out of the 4 year BA in Letters,
Project & Supply Chain Management/MBA IUG	Arts, and Sciences
Accounting/Masters of Professional Accounting IUG	PhD Public Administration
Information Systems/Masters in Information Systems IUG	English
Mechanical Engineering Technology	Project & Supply Chain Management
	Criminal Justice IUG

Other Committee Accomplishments

One of the charges for the Academic Affairs Committee for 2016-2017 was to work with the appropriate support offices to maintain the Curricular Procedures and Guidelines web page. The Committee met with Chris Weaver twice to develop a new web page containing information specific to PSH with regards to curricular procedures. Weaver has a test web page in place that should go active starting Fall 2017. A review of the last 5 year's end-of-year reports for this Committee indicated that this new web page would be in effect for Fall 2016; however, changes to procedure as well as the move to a new platform necessitated a delay in its creation.

A review of past year-end reports (another charge for the Committee) also indicated that the Committee has been successful in implementing recommendations from one year to the next (with the exception noted above). Over the past five years, the Committee interacted successfully with University Park to ensure that campus-specific issues were addressed in the new CRCS system; it also organized multiple successful training sessions in using this system for faculty. One prevalent concern in the reports was the number of proposals that were lacking in external consultation; these training sessions appear to have alleviated that issue as significantly fewer proposals come to the Committee missing proper consultation.

Another charge was to work with the appropriate support offices to disseminate information regarding the changes in general education requirements and develop procedures for streamlined program changes resulting from these new general education requirements. Discussions with Jennifer Sliko (PSH's faculty representative to the University Curricular Affairs Committee) indicated that no local decisions can be made until the University decides the best manner in which to approach this situation, as any local procedures must follow University guidelines. Once the University determines the appropriate course of action, the Committee should take steps to establish a local procedure in line with that decision.

A review of the Constitution, Bylaws and Standing Rules for the PSH Senate indicated that the Academic Affairs Committee is assigned the following duties:

1. Reviews, evaluates, and recommends new courses, programs, and other curricular proposals in accordance with published University and College Curricular Procedures;
2. Reviews and evaluates all other curricular matters, including proposals for courses and programs;
3. Reviews and evaluates academic planning including enrollment projections, faculty requirements, academic admissions standards;
4. Serves in a consultative and advisory capacity to the Chancellor, Associate Dean for Research and Graduate Studies, and the Sr. Associate Dean for Academic Affairs through the Capital College Senate; and
5. Serves as an advisory board for academic support and learning activities.

Committee members felt that all of these duties were appropriate for the Committee with the exception of #3, which they felt was not really within the purview of the Academic Affairs Committee and was more appropriately handled by admissions-based committees. There were no additional duties recommended to be added to the rules.

Committee Concerns

One of the biggest concerns of the Committee involves faculty familiarity with the CRCS system, particularly if this system will be used to update all programs when the new general education requirements go into effect. Discussion centered around possibly requiring faculty members (at least one from each program) to attend a training session on how to address these changes within the CRCS system. Concern was also expressed about the lack of interdisciplinary general education courses, with Committee members suggesting their creation be encouraged.

Suggestions for Charges for 2017-18

- Advertise the newly created Curricular Procedures and Guidelines web page to all faculty and to the appropriate support offices
- Continue to work with University Park on streamlined procedures for program changes necessitated by changes to the general education requirements

**Athletics Committee of the Faculty Senate
Penn State Harrisburg
2016 – 2017**

Duties: The Athletics Committee shall advise and monitor athletic standards related to the educational function of the College and University, help promote a sound academic climate for the intercollegiate athletic program, and support the NCAA Division III Philosophy Statement.

The report is submitted by Rebecca Weiler-Timmins (chair) on behalf of committee members:

Keith Herrick	Don Hummer	Ellen Stockstill	Theodore Underiner
Tiffany Motachwas	Rahsaan Carlton	Joe Cecere	

Attendance: The Athletics Committee met a total of four times during the 2016-2017 academic year (September 29, November 17, January 24, and April 10). The committee also communicated via email throughout the year in order to complete and prepare documents.

Charges for the 2016-2017 Academic Year:

- Review the integration of athletic coaches into the academic campus community.
- Inform the campus of the responsibilities of being a Division III institution.
- Revise and continued implementation of the Faculty Athletic Liaison Program.
- Review the last 3 – 5 years’ end-of-year reports of this committee and examine the implementation of the suggested changes / recommendations of the end-of-year reports (and the discrepancy in implementing recommendations).
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties.

Fulfillment of Charges:

Charge One: Review the integration of athletic coaches into the academic campus community.

1. The committee planned a spring panel for February 9th for coaches called: “A Day in the Life of a College Coach: Mentor, Educator and Leader. The panel was cancelled due to the snowstorm of 2017. We were unable to reschedule this spring but have chosen potential dates for fall (Sept. 19 or 21). The panel will include both coaches and student-athletes. The questions will provide detail about the role of a head coach and student-athlete at the DIII level. Please see Appendix for details.

Charge Two: Inform the campus of the responsibilities of being a Division III institution.

1. **Student Athlete Progress Report:** The Student Athlete Progress Report was created by the Athletics Department and the Athletics Committee in 2015. This document was generated in an effort to enhance the current academic Progress Report for the student-athletes. The coaches have found success with the implementation of the progress report due to the increased ability to monitor the student-athletes throughout the entire semester. The committee and athletics department continue

to receive feedback from both faculty and athletes to better the form and the process (as stated above).

2. **Dissemination of Information at School Meetings:** The committee continues to provide an ongoing initiative to disseminate information via school meeting updates from committee (Senate Policy for game absences 42-27, concussion policy, student-athlete absence form, student athlete progress reports. However, it is very difficult to get onto the school meeting agendas. Therefore, it was suggested that Rahsaan meet with the Academic Council to discuss possibilities of a Coach/FAL/committee member from Athletics Committee to be on the agenda for a school meeting in a 20-30 minute time slot.
3. **2018 CAC Spring Playoff Schedules:** The timing of the Capital Athletic Conference will change in 2018 to allow for conference playoff competitions to be held on days when institutions were conducting final exams. Please see appendix for CAC memo. The committee met with Dr. Ansary to discuss the potential issues regarding the new policy. The result of our conversation was the following:

Student – Athlete

Responsibility: The student-athlete will discuss the new policy and potential for conflict with the faculty member at the beginning of the semester. They will discuss the possibility of rescheduling the exam (if needed) for the last day of classes or another day during the exam week provided the student does not schedule more than 2 exams on a given day. There could also be an agreement if the student is not able to take the exam during the beginning of finals week to schedule the exam after the finals week provided the faculty members are able.

Informing Faculty of New Policy:

- Becky will present information at the Final Senate meeting in Spring 2017.
- Inform faculty that student-athletes will approach you in the beginning of the semester to discuss how to reschedule the exam “within a reasonable time period during exam week.”
- Letter to faculty senate in Fall 17 – to present to Senate in Fall (Becky and Rahsaan)
- Beginning of spring semester – Rahsaan and Dr. Ansary will send out email regarding spring semester play offs. Send again after spring break.
- Go to School Meetings – Rahsaan and Becky will go to each meeting – send an email after July 1 to school directors to get schedule for school meetings.

Charge Three: Revise and continued implementation of the Faculty Athletic Liaison Program.

1. The committee continues to monitor the Faculty Athletic Liaison Program. This is a continued effort to create a well-rounded, integrated collegiate experience for the Student-Athletes. It is designed to support student-athletes by increasing communication and strengthening connections among student-athletes, coaches and faculty. The committee developed a process for the FALs to collect and review the Student Athlete Progress Reports.
 - Rahsaan and Becky will be working with the coaches to replace FALs that are leaving PSH.
 - Information about the FAL program is uploaded to the PSH Athletics Website. More information and each FAL is listed on the site and can be found at:

http://psuharrisburg.prestosports.com/inside_athletics/Faculty_Athletic_Liaison_Program

Charge Four: Review the last 3 – 5 years’ end-of-year reports of this committee and examine the implementation of the suggested changes / recommendations of the end-of-year reports (and the discrepancy

in implementing recommendations). Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties.

The Athletics Committee for the Faculty Senate was formed in 2012-13. Rahsaan views the committee as a sounding board for the connections of athletics and academics. The committee has created the Faculty Athletic Liaison Program, Progress Reports and continually provides updates to the college community. The members agreed that the group is completing the due diligence of the intent for the committee. It was suggested to continue to move forth with the direction of Rahsaan and the student-athlete needs as they arise.

The concerns of the committee were not directed towards changing this process but were more of suggestions for charges. The following were points discussed:

1. How does the committee/athletics market for athletic teams? Social media?
2. Outreach to community? Fulltime Coaches continue to reach out to community for involvement. Rahsaan has suggested that media is what they are focusing on now with marketing.
3. Continue to create a culture to integrate the campus.

Suggested New Charges for the Upcoming Year 2017-2018:

Standing Charge: Advise and monitor athletic Standards related to the educational function of the College, help promote a sound academic climate for the intercollegiate athletic program, and support the NCAA Division III Philosophy Statement.

1. Review the integration of athletic coaches into the academic campus community.
2. Inform the campus of the responsibilities of being a division III institution.
3. Coordinate and implement an academic peer-mentoring program for student-athletes.
4. Work with Kinesiology to revise KINES88 for the new General Health and Wellness (GHW) credit due to the General Education revisions.

Date: February 9 – 11:45AM – 12:45PM

Faculty Member to Lead: Becky Weiler-Timmins

Where: Auditorium in Olmsted

Who: Coaches and Athletes – 5 or 6 coaches with 5 or 6 athletes (12 chairs needed)

Title: A Day in the Life of a College Coach: Mentor, Educator, and Leader.

Faculty members and the college community are invited to this forum to meet the Penn State Harrisburg head coaches and student-athletes. Learn about their role as a head coaches at the NCAA Division III level. Learn more about how coaches motivate and inspire students on and off the field of play. Discuss the important relationship between academics and athletics.

Questions:

- Coaches: What is a day in the life of a coach? (pre-season, in-season and post season)
- Athletes: What is a day in the life of a student-athlete?
- Coaches: What is your coaching philosophy as it relates to student athlete experience?
- Players: How does being an athlete at PSH enrich your college career? What are some of the life skills or values that you will take away from athletics?
- Players: How do the athletes balance academics and being on a college team?
- How do you handle academics with your athletes?
- Athletes: Describe your relationship with faculty and how they enable you to be successful on the playing field and in the classroom.

Contact: Tom Byrnes, Commissioner
Office Phone: (717) 815-6817
Cell Phone: (717) 654-1716
E-mail: tbyrnes@cacsports.com
CAC Website: www.cacsports.com



CAPITAL ATHLETIC CONFERENCE

Sept. 28, 2016

To: CAC Directors of Athletics
From: Tom Byrnes, Commissioner
Re: 2018 CAC Spring Playoff Schedules

The timing of the spring playoffs in the Capital Athletic Conference will change in 2018 by unanimous vote of the Board of Directors in December, 2015, which allowed for conference playoff competitions to be held on days when institutions were conducting final exams (or reading days) with minimal impact on the academic schedules.

Through discussion and debate, a sub-committee crafted a recommended playoff schedule concept that was approved by the Board of Directors in June 2016.

That playoff concept was finalized in Sept. 2016 when the Athletic Directors approved the revised 2018 CAC spring sports schedules. The changes include:

<u>Sport(s)</u>	<u>New Playoff Schedule in 2018 (corresponding dates in future years)</u>
Men's & Women's Golf	April 19-22
Men's Tennis	April 28, May 2, May 5 (Note - Sat/Wed/Sat format alternates annually between M&W tennis)
Women's Tennis	April 27*, May 1, May 4* (* can be moved to Saturday if no conflict with men's tournament)
Softball	First-round Pods - April 27-28 Best-of-3 championship - May 4-5
Men's Lacrosse	April 28, May 2, May 5 (Note - midweek Tue/Wed dates alternate annually between M&W Lacrosse)
Women's Lacrosse	April 28, May 1, May 5
Baseball	First-round Pods - May 4-5 Best-of-3 championship - May 11-12
Men's & Women's Track & Field	May 4-5

Since this is a dramatic change in schedule and philosophy for the CAC, I would encourage each institution to communicate to appropriate groups on campus to ensure a smooth transition to benefit the student-athletes.

Thank you for your assistance and support.

Best regards,

Tom Byrnes
Commissioner
Capital Athletic Conference

Faculty Senate Enrollment Management and Outreach Committee
End-of-Year Report
May 5th, 2017

<u>Voting Members</u>					
Faculty Name and Rank	Term	School	Room #	Tele. Ext.	Email Address
OzgeAybat (Asst. Prof.) Chair	2/2	SBA	E355	6155	Oua3@psu.edu
IndritHoxha (Assoc. Prof.) Associate Chair	2/2	SBA	E355	6344	Ixh16@psu.edu
Karen Buhr (Lect.)	2/2	SPA	W160p	6051	Kjb44@psu.edu
John Haddad (Professor)	1/2	HUM	W356	6196	Jrh36@psu.edu
Jonathan Ivy (Asst. Prof.)	1/2	BSED	W311	6063	Jwi106@psu.edu
Wanda Kunkle (Lect.)	2/2	SET	W256g	6351	Wmk12@psu.edu
Emily Mross (Asst. Lib.)	1/2	LIB	204a	6130	Elm43@psu.edu
Xu Xu (Assoc. Prof.)	1/2	BSED	W311	6035	Xux10@psu.edu
	1	SGA			
<u>Non-Voting Ex Officio Members</u>					
Director of CE, Dean's representative		CE	EAB	6517	
Guests:					
Senate Liaison – Glen Mazis	1	SEN	W356	6202	Gam7@psu.edu

2016 – 2017 Charges:

- Standing Charge: monitors and makes recommendations to the Capital College Senate regarding enrollment services, outreach, marketing, continuing education, and distance learning activities of the College; reviews the College marketing plan and advises the Capital College Senate regarding the plan, the planning process, and future directions for the campus; reviews and recommends policies, in co-operation with the Committee on Academic Affairs, to ensure that educational evaluation procedures are in place to assess all distance learning activities;
- Conduct focus groups with Faculty & Staff living in Middletown & Harrisburg areas in Fall 2016 to hear about their perspective on impact and outreach of PSH.
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

Enrollment Management and Outreach Committee Achievements (2016-2017)

A) Outreach:

-This year, the priority of the committee was to find ways to get closer with the Middletown community. We decided to run an online survey, instead of a focus group, with the Penn State Harrisburg Faculty/Staff living around Middletown area to hear about their perspectives on the relationship of our school with Middletown.

-We first applied for an approval and obtained the permission to run such a research from the Institutional Review Board (IRB) at University Park on October 24, 2016.

-We designed an online survey on Qualtrics and drafted the email to be sent to our participants in November 2016.

-We launched our outreach survey on November 16th and sent an email to 80 Faculty & Staff living in the Middletown area. The list of email addresses of these Faculty and Staff was provided by the Office of Human Resources.

-We closed our survey in January 2017 and analyzed the data in February 2017. Please see the Appendix for detailed information on the survey results.

-On February 28th, we met with the President of the Middletown Borough, Benjamin Kapenstein, a former Penn State Harrisburg graduate, to hear his perspective, to find ways to get closer with the Middletown community, and to discuss some of the findings of our survey results.

-We shared the summary of our outreach survey findings with him. He confirmed the school's economic contribution to Middletown, and was very enthusiastic and grateful for the school's contributions to help build the train station and the bridge.

-He indicated that the majority of the residents are happy with the presence of Penn State Harrisburg and with having students in the town, although there are a few who are not.

-He is aware of the complaints about speeding, careless driving, and partying, however he indicated that they are taking measures to prevent them, students are usually respectful and there are not many incidences.

-He is willing and supportive of providing more options to students in the town such as a coffee shop.

-He liked the suggestions we created based on our survey results. During the meeting, we also talked about:

- Having lectures at Historical Society
- Using their Elks Theater for some school events
- Inviting Middletown residents to the plays of the school – which would require suspended enforcement for parking during event times, or providing designated parking areas and signs around the campus for Middletown residents

-He recommended us to share the school events with the Borough as well (not only with Press & Journal) so that they can spread the word through social media. We will talk to our Marketing Research Department and see if they can include the Borough in their communications.

-He wants to increase the interaction between the school and the town by:

- Coming to our New Student Orientation with the Mayor and providing some information about the town to the new comers
- Having a student and a faculty representative in their Board
- Providing internship positions for Penn State Harrisburg students in the Borough
- Inviting Penn State Harrisburg men's and women's basketball teams to their "Mayor Madness Basketball" day which is a fundraiser for fireworks
- Inviting Penn State Harrisburg representatives to their "National Night Out" or other all-day events

-We also talked about the presence of international students in Middletown. Dr. Bayraktar (Chair of the International and Intercultural Affairs Committee) raised concerns about the negative comments that were posted on Press & Journal website regarding one of our international students. The President was not aware of such an incident, and was willing to make a statement about how the town is respectful of all groups. Dr. Bayraktar and Dr. Aybat shared the article with the President during the day.

-Anna Marshall and DorcaKisare-Ressler from International Student support Services attended the meeting as well. They shared some information about some of their events such as Coffee Hour and the Holi Festival which could potentially attract the Middletown residents.

-Overall, it was a very positive first meeting with BenjaminKapenstein and we hope to interact more frequently with him from now on.

-Two weeks after our meeting, Benjamin Kapenstein issued the following statement in Press & Journal's Letter to the Editor section, which we believe is a very strong message for inclusion of all, and a great start for an improving outreach with our community:

"A Loud Few Don't Speak For All"

I hear all of the time about how Middletown needs to accept Penn State Harrisburg and its students as a part of our community. Many people, including myself, believe it will play a big part in determining the future trajectory of this town. Having a University with the reputation of Penn State directly in our backyard is an advantage that many neighboring towns envy. The University has students from all different cultures and walks of life that bring new and innovative ideas to our area. They come because they're looking for a top level education while experiencing small town college life. These students will be the leaders of tomorrow and play a key role in the future success of our community and nation as a whole.

The reason for my editorial is to express my opinion loudly and clearly that I do not and will not tolerate any hate or discrimination of these students that are living and frequenting our community. I have now received multiple complaints about the general perception of international students by our residents. I will not name names and will not specifically mention what I've heard, but instead will say that all residents need to be accepting of other ethnicities and religions in our community. Having new ideas and new cultural beliefs flowing through our town is something that we should be proud of, not speak out against.

I for one, would like to welcome all students, regardless of their gender, race, religious beliefs, or sexual orientation. Let it be understood that discrimination of any type has no place in Middletown.”

B) Other Outreach Efforts:

-Dr. Aybat met with Yvonne Harhigh, the Associate Director of Marketing Research & Communications in November 2016. Here are the highlights:

- Marketing Department is responsible for any kind of news distribution by using internal outlets such as PSH homepage, PSH newswire, Twitter, Facebook, and regional news media such as regional TV stations, newspapers, etc.
- They meet with Press & Journal regularly, if we have a public event it is directly shared with Press & Journal
- They meet with school directors every semester
- They work closely with the Office of Research & Outreach and Dr. Susannah Gal
- They need the faculty to be more involved with news distributions such as:
 - Use their “Marketing Request Form” when there is a new event, story, etc. to be announced – their staff can help faculty to use it. *We might sit with them and observe the process to make suggestions such as targeting Program Coordinators*
 - Use the electronic “College Calendar” to post some events (via the request form)
 - Faculty should share their experience, especially regarding public-related current events, in local media + answering news-media requests
 - Use “Conversation” as a medium to share their expertise
<https://theconversation.com/us/who-we-are>

-Dr. Hoxha tried to contact Historical Society to see whether they would be willing to help us but no one is returning the calls and emails.

-We will not call the local press since Marketing Research Department is already in close contact with them.

C) Enrollment:

-The committee met with Robert Coffman, the Director of Enrollment Management who supervises Admissions, Financial Aid, and Registrar’s Office, joined us.

-Rob Coffman thanked the Committee for the summer school survey we conducted in 2015. He showed us how they implemented the survey results right away by offering more online courses and by designing a separate website for the summer school, which led to higher enrollment than before. More information about PSH summer school can be found at <https://harrisburg.psu.edu/summer/courses-2017>

-He informed us regarding the current profile of PSH students and asked for our help with:

- ✓ Spreading the news about the “Graduate Students Awards” that are awarded to the prospective graduate students who are nominated by their Program Coordinators. There are 20 awards (each around \$1000) but Mr. Coffman so far has received 2 nominations only. The deadline is mid-August and Dr. Glen Mazis suggested that this information can also be distributed through the Faculty Senate newsletter.
- ✓ Supporting their activities by participating in their Open Houses, coffee hours, etc.
- ✓ Supporting the graduate admissions by coordinating with Graduate Program coordinators. He will share the “Best Practices for Program Coordinators” with us and with the Senate.

D) Review of Our Current Charges:

-We reviewed last 5 years' committee recommendations/implementations to revise the standing charges of the committee.

a) Comments on the Standing Charges:

- *"The committee monitors and makes recommendations to the Capital College Senate regarding enrollment services, outreach, marketing"* - We believe that this is one of the fundamental roles of our committee and we recommend to maintain this charge as long as the committee stands.

"continuing education, and distance learning activities of the College" - We believe that the Enrollment Management and Outreach Committee should primarily focus on the enrollment and outreach efforts. Therefore, we suggest that charges on "making recommendations regarding continuing education and distance learning" be dropped.

"reviews the College marketing plan and advises the Capital College Senate regarding the plan, the planning process, and future directions for the campus" - We would like to keep this charge as long as the marketing plan can be shared with us. So far, we have not received such input and were not able to make any recommendations about this.

"reviews and recommends policies, in co-operation with the Committee on Academic Affairs, to ensure that educational evaluation procedures are in place to assess all distance learning activities" - Again, we believe that the Enrollment Management and Outreach Committee should primarily focus on the enrollment and outreach efforts and we suggest to drop this charge.

- *"Conduct focus groups with Faculty & Staff living in Middletown & Harrisburg areas in Fall 2016 to hear about their perspective on impact and outreach of PSH."* – We believe that we have already obtained adequate information from our outreach survey data. Therefore, next year the committee should make recommendations about how these survey suggestions can be implemented.
- *"Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)"* We reviewed these charges and observed that this committee's charges changed drastically every year. Fortunately, the charges are getting clearer every year. Therefore, it may be a better idea to review the end-of-year reports starting with the one of Spring 2015.
- *"Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties."* - We believe that the committee should maintain this charge in the following years.

b) Recommendations for Next Year:

1. Based on the findings of the outreach survey, the committee will make recommendations on how to implement these findings by collaborating with multiple committees, schools, departments, and student clubs, as well as with the Middletown Borough, especially their President.

2. We were informed that a PSH student representative was already appointed to the Middletown Borough Council. The committee should either invite the student to its meetings or should attend the meetings in which the student will inform the related parties at the school.
3. The committee should work closely with the Faculty Senate International and Intercultural Affairs Committee regarding the negative perceptions about international students in Middletown.
4. The committee should find ways to encourage faculty & staff to be more involved with “community work” in terms of improving the relationship with the Middletown community. However, the Senate might want to discuss finding ways to develop incentives to increase the involvement.
5. The committee should also have one member from the Office of Enrollment Management and one member from the Office of Marketing Research and Communications, or at least have liaisons from both departments to stay current on their activities and to work more closely with them.
6. The committee might broaden the outreach by enhancing the regional connections on school basis (e.g., School of Business Administration getting closer with the Chambers of Commerce in the region).
7. The committee should continue to make suggestions to the Office of Enrollment Management regarding the graduate admissions such as coordinating with the Office of Marketing Research and Communications to use the websites more efficiently (e.g., using key terms).

APPENDIX: OUTREACH SURVEY REPORT

The Faculty Senate Enrollment Management and Outreach Committee conducted an online survey in November 2016 to explore ways to connect with the Middletown community.

The survey was prepared on Qualtrics and the link was shared with Penn State Harrisburg Faculty & Staff living in Middletown area via the email below.

“Dear Colleagues,

You are receiving this email because this year the Faculty Senate Enrollment Management and Outreach Committee is trying to find ways to enhance Penn State Harrisburg’s relationships with the regional community, especially with Middletown.

Since you are (or once were) a resident of Middletown, we assume that you are closer to the Middletown community and you probably have special insight into the area. For this reason, we developed an online survey (which should take about 5 to 10 minutes to complete) to be able to hear your opinions.

We recognize that this is a very busy time of year for everyone on campus. However, we kindly ask that you take a few minutes to complete this survey so that Penn State Harrisburg can improve its relationship with the Middletown community.

The survey can be completed online at:
https://pennstate.qualtrics.com/SE/?SID=SV_bQrtcXESScm9hOd

Please feel free to share the survey link with Penn State Harrisburg Faculty & Staff who might be interested in this topic.

The committee would greatly value your participation!

Best regards,

In the name of the Enrollment Management and Outreach Committee,

*OzgeAybat, Ph.D.
Committee Chair
Assistant Professor of Marketing
School of Business Administration
Penn State Harrisburg”*

The Enrollment Management and Outreach Committee hereby reports the findings of the survey.

A) Profile of the Participants

- 30 Penn State Harrisburg Faculty & Staff living in Middletown area participated to our online survey
- 12 were males and 18 were females
- Average age was 47 (Range between 26 and 62 years old)
- There were 9 full-time faculty, 14 full-time staff, 5 part-time faculty, 1 part-time staff, 1 undeclared
- Years lived in Middletown ranged from 1-50 years with an average of 21 years

B) Survey Findings

Question 1: “How do Middletown residents perceive Penn State Harrisburg?”

Positive Perceptions: (mostly economic benefits)

- Good for the economy
- Students patronizing local businesses
- Pride being associated with Penn State
- View as an asset

Negative Perceptions: (mostly about partying, nuisance/disruptive, traffic problems)

1) Traffic

- Concerned about traffic congestion, vandalism, noise, litter, and other things
- Students speeding, or the increase in international students in the area
- Traffic is going to get bad again and the rowdy parties are going to start up

2) Partying

- Students are disrespectful, create trouble with partying
- It will get worse with partying as the campus grows
- Find students bothersome, loud in residential areas, potential for trouble
- Seen as a nuisance & are disruptive to the town
- Students are not welcome

Question 2: “What is the impact of PSH in the Middletown area?”

- There is a general understanding that PSH has a great economic impact to Middletown area
- A major economic contributor to the local economy
- Offers cultural & educational opportunities

Question 3: “Do Middletown Residents have any concerns/problems about PSH?”

1) Traffic

- Concerns about lack of parking, speeding and careless/reckless or drunk driving causing potential harm to pedestrians
- Students (especially international students) not understanding traffic, pedestrian and bicycle laws.

2) Partying

- A number of respondents mentioned issues of partying and noise from student housing, leading to disruption in community members’ lives and a decrease in property value for those near campus.

3) Disrespect

- Many respondents commented on issues of disrespect towards the community and residents. Some discussed that students are disrespectful of the town, others commented that in general residents see Penn State as not respecting them or wanting to partner with them; that the university is only out for its own benefit.
- In addition to the complaints above, a number of respondents indicated that the issues go both ways – while students do contribute to some of the above behavior, residents are often set in their own ways/close-minded and are less willing to be welcoming/considerate of students.

Question 4: “Do Middletown residents know that they have access to PSH library, pool, events, etc.?”

1) Access related issues

- A majority of our respondents indicated that many residents do not know about these opportunities.
- There appeared to be confusion about whether they have access to the pool. A few indicated that residents were especially “bitter about the pool” taken away from them.
- Confusion was caused partially by policy change. For example, the Gym was once accessible, but later shut down to community residents.
- Parking has been named a few times as the barrier preventing residents from utilizing PSH resources.
- PSU ID requirement is another barrier preventing residents from utilizing PSH resources, particularly Library resources, e.g., Internet access, printing, and photocopying.

2) Suggestions:

- Increase advertising, e.g., marquee and social media.
- Advertise “at consistent intervals”.
- Advertise carefully. Be cautious and clear about what resources can be accessed by community residents.

Question 5: “What kind of events can PSH have to attract Middletown residents’ attention? When?”

- Cultural activities such as concerts, plays, musicals, film viewings, presentations by notable speakers, etc., that could be held in the new theater, preferably on nights and weekends
- Activities for children, preferably on nights and weekends.
- Community events on campus that expressly target the Middletown community.
- PSH faculty, staff, and students in activities organized by Middletown to show that we are genuinely interested in what they are doing.
- PSH students reach out to the Middletown community.
- Advertising sporting events.

Question 6: “How can we better reach out to Middletown community?”

1) Positive Student Participation in Middletown Life

- Responses to other questions indicate that many Middletown residents view PSH students either as nuisances (they throw parties and bring traffic) or as simple consumers (purchasers of pizza, groceries, and alcohol).
- Some respondents suggested that PSH find ways for PSH students to participate meaningfully to Middletown life such as:
 - ✓ “Encourage student groups to work with local groups on community service programs.”
 - ✓ Student volunteerism as a positive form of participation. “Get involved,” one respondent suggested, “or organize more clean ups, food bank participation, and other volunteering opportunities.”
 - ✓ Partnership of groups – student clubs and Middletown organizations – with overlapping interests. This partnership might take the form of “a community garden, or a peace garden, for example.”

2) Traffic Related Issues

- Some respondents to the survey discuss traffic and parking issues. They suggest that PSH and Middletown work together to remedy a few salient problems with signs, speed bumps, and parking prohibitions.
- “The parked cars along both sides of Wharton just off campus are a traffic hazard and an accident waiting to happen,” wrote one person. “Could PSH discourage students from parking” on both sides of the street and insist that they park on only one?”
- The same person singled out the T-intersection at Wharton and Catherine as a trouble spot. He/she wrote that the absence of a stop sign on Catherine (as you approach Wharton) is likely a hold-over from the past when the elementary school (it was easier for school buses not to have to stop at this intersection). Since the school is no longer there, perhaps it is time to insert a 3-way stop.
- “If PSH can't work with Middletown to help solve the traffic problem that's occurring right off campus,” the respondent wrote in exasperation, “what hope is there for reaching out to the community on other issues?”
- He/she also recommends speed bumps, presumably on Wharton.

3) Hosting Events Meaningful to the Local Community

- Several respondents suggested that PSH design local events with the Middletown community in mind.

- One respondent suggested “something about the economic development of the area.” He/she went on to urge PSH not just to invite the local community but involve them in the event. They might “speak or showcase their artwork.” (Note: In answer to other questions (not #6), some survey respondents said they would like to have a fair or concert on PSH’s fields in the summer months).
- The Seven Sorrows would like to have a mass on campus.
- Multiple respondents noted that parking at any event should be free.
- One respondent cites the Jewish Studies programming of the Holocaust Center as an example of successful PSH event planning.

4) *Use Middletown Communications and Forums to Reach Middletown Residents*

- Several respondents urged PSH to make use of local radio, Social Media, and Town Hall meetings.
- Radio: “Market events on the local high school radio station WMSS 91.1,” wrote one respondent, “as this hometown listens to all sports and events on that station. Reach out to the high school students and this will draw in the parents and relatives.” In short, PSH could promote events on the high school radio station during games.
- Social Media: “Position PSH as an asset to the community rather than a campus at the end of town. There is a Facebook group, ‘Middletown Residents United’ that many town residents contribute to.” Others cited this community resource.
- Town Hall: One respondent suggested that “student representatives and PSH administration regularly attend the borough council meetings.”

5) *Recommendations*

- First, urge student clubs and organizations to undertake volunteer opportunities in Middletown. Presently, many residents view our students as a public nuisance and community service will help rid our students of the stigma.
- Second, work with Middletown authorities to solve one or two mutually-agreed upon traffic problems. The gesture will be appreciated, as will the safer driving.
- Third, design occasional events tailored to needs and interests of Middletown community. Invite the town and offer free parking.
- Fourth, communicate with Middletown using their systems: local high school radio, their Facebook group (Middletown Residents United), and Town Hall meetings.

Question 7: “What role would you like to see PSH play in the local community?”

1) Build more of a “college town’ atmosphere”

- Benchmark with other colleges to see how they got closer with their community
- Offer incentives to faculty to move into the community so that the town could become more like a traditional college town, rather than just a rental community for students
- Residents keep hoping that the presence of the campus will lead to someone opening a coffee shop, rather than another place to drink

2) Help the community, as “They do not see our students and faculty as caring about the community”

- Work with schools, elder homes and town officials “
- Offer services to community such as fitness classes, assistance/hobby type classes where students and community can go together and make connections
- Use the student body to promote engagement and community service activities such as:
 - ✓ cleaning up & restoration of parks
 - ✓ holiday decorating
 - ✓ PSU students attending local churches and getting involved in church activities
 - ✓ Engineering students could help rehabilitate blighted or neglected properties
 - ✓ Business students could offer business start-up help
- Use faculty to help develop class projects and club projects that meet community needs
“Students at Middletown schools are known by their faculty. Could the campus help them develop a true bilingual program, or track? Would project-based high tech education in the middle school be attractive? Would incorporation of a nature-based thread be desirable, since the town and district are small?”
- Engage in environmentally conscious activities
“Help extend the river walking path that runs from Columbia to Bainbridge, so that it extends to Middletown, and along the creek to connect with Hummelstown / Hershey. The town, some of its organizations, the schools, and groups like the Manada conservancy could be engaged in that project, and it could enhance the health of residents and campus members.”

3) Make Penn State Harrisburg a fun place to visit

- “Hold events that can bring residents to campus”
- “Make PSH a place to go to see performances, hear speakers, and do the usual things that other campuses seem to offer”
- “Hold festivals that feature craft vendors, food, and other events (with a celebratory atmosphere like we recently had for the 50th Anniversary We Are Weekend that brought alumni to campus)”

Question 8: Any other comments?

1) *Traffic and Parking*

- Two responders commented on parking congestion near the cemetery. One suggested, “Paint parking lines along Wharton Street entrance, so people park closer together. Cars often have a lot of space between them, which could be reduced, allowing more cars to park there, and everyone would be a tiny bit closer to campus.”
- Two responders commented on pedestrian safety, indicating walking to campus can be dangerous. One responder stated that the intersection “near the old Demy school... is dangerous.” Additionally, snow makes the backroads to campus, near the cemetery, congested.
- The remaining comments were general statements of traffic concern. For example, “The growth in number of students, new housing, new buildings, etc. that PSH is experiencing is having an effect off campus as well as on campus. We need to keep in mind what problems (traffic woes, etc.) this might create and how we might help mitigate them.”

2) *Outreach*

- One responder suggested PSH reach out to local schools to stress the importance of higher education.
- One responder called for the reinstatement of summer programs.
- Multiple responders called for general increased communication between PSH and Middletown. For example, one responder calls for “meeting between the campus and the town, involving voices that aren't normally heard.”

3) *Other comments*

- Two responders noted *Support* for this topic and improved community relations.
- One responder noted barriers to an improved relation, “Risk management is a drawback as it is currently interpreted. Students who have tried to reach into the community have been told by someone in authority that they can only hold events on campus.”
- One responder suggested PSH to make students aware of PA littering laws and noise ordinances.

Penn State Harrisburg Senate Faculty Affairs Committee

2016-17 Report to the Senate

The 2016-2017 Charges to the Committee by the College Senate President

1. Standing Charge: review, monitor and make recommendations relating to the professional, cultural, social, and material welfare of the Faculty; review and recommend policies pertaining to faculty workload, faculty development, faculty promotion and tenure policies and procedures, instruction evaluation techniques, and privacy and faculty rights issues; review guidelines and procedures for awarding faculty teaching and research award(s); advise on research policies, guidelines, and procedures relating to research; review, monitor, and make recommendations pertaining to research units and institutes.
2. Review, monitor, and make recommendations relating to faculty governance issues.
3. Review the last 5 years end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations).
4. Review the duties of the committee specified in the Constitution / By-laws to make suggestions on adding, deleting, or maintaining duties.

To address charge #3, committee members first reviewed the four end-of-year committee reports that were available to them: the 2011-2012, 2012-2013, 2013-2014, and 2014-2015 reports (the 2015-2016 report was not available). The recommendations of the previous committees are compiled in Appendix A. Later in the year charge #2 was also taken into consideration. During deliberations of the committee the issue of P and R designations of graduate faculty and their relation to FT1 faculty and their ability to teach 500-level graduate courses was considered. The committee members formed three subcommittees to review the implementation of the recommendations made in the four available committee reports. The tasks of the subcommittees are listed below.

Subcommittee 1:

Review the current policies on (1) the P and R designations of graduate faculty, (2) whether these designations relate to the FT1 and tenure-track faculty statuses, and (3) the eligibility of the P faculty to teach 500-level courses.

Subcommittee 2:

Review the implementation of 2014-2015 recommendations regarding FT1 and FT2 faculty inclusiveness (recommendations #2 and #3, Appendix A)

Review the implementation of the 2014-2015 recommendations regarding creating a welcoming environment for new faculty (recommendation #4, Appendix A)

Review the implementation of the 2013-2014 and 2014-2015 recommendations regarding classroom management issues (recommendation on large class sizes (recommendation #3 in 2013-2014, Appendix A) and recommendation on final examinations (recommendation #5 in 2014-2015, Appendix A)).

Subcommittee 3:

Review the implementation of the 2011-2012 recommendations regarding the inclusion of research grants and patents in the promotion and tenure evaluations in the schools (recommendations #1 and #2, Appendix A).

Review the implementation of the 2013-2014 recommendations regarding faculty governance (recommendation #2, Appendix A).

Review the implementation of the 2012-2013 recommendations regarding minimum summer pay for faculty members (recommendation #1, Appendix A)

The findings and observations of the subcommittees are summarized below.

Subcommittee 1:

Status of FT1 faculty and the P and R designations of graduate faculty:

A survey of the school directors revealed that there are differences in the policies and practices regarding FT1 faculty members and P and R designations among the schools at the Harrisburg campus. Refer to Appendix B for school director consultation reports. There are also differences between the Harrisburg and University Park campuses. More specifically there are differences in the following.

- Whether or not FT1 faculty members teach 500-level courses
- Involvement in research activities (not clear whether there are different research expectations of FT1 faculty in different schools)
- Applications of P and R designations

The findings are summarized below.

1. Do FT1 faculty teach graduate courses (500 level)?

In SSET, they may teach graduate courses in the Master of Engineering programs if they hold graduate faculty status. Sometimes temporary approval is needed for one semester or one year if the FT1 faculty is not a Graduate school faculty.

SPA has graduate programs only, so every FT1 is expected to teach graduate courses. They have begun to move some courses to 800 level, but the core courses will remain at 500. And by the descriptions of R/P, core courses are the very courses designed to be taught by FT1s which would allow the tenure track faculty focus on the “specialty” specific courses most apropos to a professional degree

In SBA, the doctorally qualified FT1 faculty members in our School do teach 500-level courses, but only with approval from the Graduate School to teach *specific* 500-level courses.

In BSED, the Graduate School has stated that it will readily approve non-research-focused graduate faculty (FT1 & FT2, or “P” faculty) for temporary teaching status for 500-level courses in the “R” programs but lately they have been declining to do so.

2. What is typical teaching load for FT1 faculty?

Four (4) courses per semester (12 hrs) across all schools.

3. Are there any research expectations for FT1 faculty?

All school directors agree that FT1 faculty are expected to be involved in professional development activities. Some of them (not all) are involved in research. In SBA, FT1 faculty do not have a specific research expectation, but at a minimum all must maintain an active record of scholarship as per the AACSB Faculty Qualification requirements for an Instructional Practitioner (IP).

4. Does the school use P & R designations? Do these apply to both tenured, tenure track and FT1 faculty?

This is where the information provided by Graduate School is interpreted differently across schools.

In SSET tenure track and tenured faculty members are normally in an “R” designation. FT1 faculty are normally in a “P” designations. The Graduate School determines these designations. All FT1 faculty hold a Ph.D. and therefore can potentially qualify for an “R” designation if they are actively involved in research and if the Graduate School concurs. To be a thesis research advisor, a faculty has to be “R” designated.

In SPA graduate programs which are designated “P”, the faculty will be designated “P” as well even though he/she has to conduct research to be tenured (as it applies to tenure track faculty).

SBA does not identify faculty as "P" or "R."

The position of the school director of BSED, and of the bulk of the faculty in BSED, is that the Graduate School’s attempt to rigidly categorize faculty and programs into “P” and “R”

designations poses a very considerable burden on the school. Enforceability of the policy is in question. There is no evidence University Senate approved this policy or reviewed its implications.

5. What are service expectations for FT1 faculty in different schools?

FT1 faculty service expectations are the same as all full time faculty members, including student advising, serving of school and college committees, participating in professional development and community affairs, among others. This is uniform across all schools.

Additional clarifications were sought from Peter Idowu, Associate Dean of Graduate Studies at Penn State Harrisburg about these issues. The summary is below:

- The “P” and “R” classification is carried out university wide, and was introduced due to growth of professional and online programs.
- Graduate Council with its membership representation from all campuses discussed this issue for several years. Several sub-committees reviewed this classification, and these classifications were approved with heavy majority vote supporting the classifications.
- The primary reason for this classification is that the needs of professional programs are different from traditional academic programs.
- The university considers both classifications as that of equal value, and no one classification is considered better over the other.
- There are some variations across different schools because needs of different programs vary. For example, some programs, such as Clinical Psychology require professional certifications for faculty.
- The “P” and “R” classifications apply to both programs and faculty. When a new program is introduced, a school highlights whether the program is professional or not.
- For faculty classifications and recruitment, forms are filled and submitted for review (see pdf files). For “R” classification recruitment for tenure line, the form is typically reviewed by Assistant Dean of Graduate Studies. For a non-tenure line, one of the graduate faculty committee reviews the form. For “P” category non-tenure line recruitment there are usually no reviews.
- Faculty with non-doctoral terminal degree (e.g., MFA degree) are classified somewhere in the middle. For early recruits there are some grandfathering clauses that govern individual classifications. Additional restrictions may apply. For example, a person may not be allowed to be primary supervisor for a graduate paper, etc.

Recommendation: Our committee recommends that the designations be communicated clearly to all faculty across the five schools. The committee realizes that changes to policy is the purview of Graduate School, but there has to be clarity in the manner the policy is communicated to school directors and faculty.

Subcommittee 2:

1. Welcoming environment for FT1 and FT2 faculty members:

- A. The 2015 Campus Community Assessment shows that FT1 faculty members have a series of concerns about their statuses in the college: accessing resources, sense

of being less valued than tenure-track colleagues, issues related to compensation (i.e., raises), interpersonal relationships, and little or no potential for advancement.

- **Recommendation:** Solicit best practices from each school to share with each other. This could be accomplished this semester (Spring 17).

B. The 2014-2015 recommendations are that schools should offer flexible orientations that will help clarify roles and expectations and accommodate the varied schedules of part time faculty.

- **Resolved:** Adjunct orientations have been offered during various times including Saturdays and during the evening hours for the past two (2) years.

C. The 2014-2015 committee also recommended that a comprehensive website be created for new faculty resources and faculty socials has been implemented but not each school keeps this up to date and resources are not linked which means that the information is out of date.

- **Being Resolved:** An onboarding/orientation committee is in place (2016-2017) to reimagine and revamp new employee (faculty and staff) onboarding and orientation, which includes a new webpage devoted to seamless onboarding and links to resources.

D. The 2014-2015 committee also recommended a faculty lounge to promote collaboration and interdisciplinary research and teaching. This would also address the inclusion of FT1s.

- **Recommendation:** While this has been asked and answered, it is the opinion of the 2016-2017 Faculty Affairs Committee that this be reopened for reconsideration.

2. Large class sizes:

The impact of larger class sizes on faculty and support staff: This charge was not explored by the 2014-2015 committee.

- **Recommendation:** A quick poll of each of the five (5) Schools revealed that each has a different approach to large class size relative to course load and compensation. We recommend that a uniform approach be used across the Schools.

3. Final exam scheduling:

The overload arrangement does not appear to be working, but also there needs to be reinforcement of University policy regarding final exams and when they may be given. It is not clear the committee's recommendations have been implemented.

- **Recommendation:** We recommend that having a uniform exam schedule, which aligns with the regular class time/day, be explored. Example provided in Appendix C.

- **Recommendation:** We ask for a reevaluation of the policy of grades being due by 48 hours after the last final.

Subcommittee 3:

1. Inclusion of patents in the promotion and tenure evaluations in the schools:

The committee investigated the modification of P&T criteria in relevant schools to include patent applications and patents, including the question of whether can some patents be counted in lieu of peer-reviewed publications.

- **Resolved:** Only SSET guidelines include patents among the criteria to be considered for tenure and promotion decisions. The SET's document lists "patents related to the faculty member's technical specialty" among the outcomes of a faculty member's research scholarship. The document does not assign a specific weight to patents, or any other outcome item, in the evaluation of the performance of a faculty member. None of the other schools find patents a relevant criterion.

2. Faculty governance:

The subcommittee reviewed the PSU documents on faculty governance, the documents generated by the 2013-2014 committee, and the ad hoc committee report on the survey among school directors. The committee concludes that this is a very important and broad issue and recommends that a survey or interviews be conducted among the faculty members of the college about their views and experiences of faculty governance.

Other campuses and units within Penn State were surveyed to determine how the Faculty Senates at these campuses operate. The results of this survey are tabulated in Appendix D. The committee also recommends that a survey of faculty members about their experiences of faculty governance be conducted. Appendix D should provide some guidance for the structure to the survey.

- **Recommendation:** The committee for 2017-18 should take up faculty governance survey among faculty members as one of the charges.

3. Summer pay for faculty members:

The rules and rates for faculty compensation for summer teaching are stated in the Academic Guidelines and Policies F-2 (Summer Teaching Compensation for Teaching Faculty) and the Academic Guidelines and Policies F-14 (Faculty Salary Supplements).

- **Recommendation:** The committee recommends that this principle be reviewed on the account of the issue of fairness in the summer payment schedule based on the number of students in a class.

Appendix A:

Charges are numbered and in bold, recommendations made by the committees are bulleted following the charges (or in a paragraph following the charges). Further actions and recommendations of our present committee follow in red (wherever applicable).

Charges and Recommendations by the 2011-12 Committee

1. Review and make recommendations pertaining to the provisions in place in the college to faculty in the process of formal grant proposal writing and submission.

- Research Council Grants (RCGs) are sometimes insufficient as seed money for larger grants
- Funding should be available for stand-alone projects that are legitimate research initiatives
- Need for start-up funding for faculty approaching promotion and/or tenure deadline
- RCG grants should not be given on a one-per-project basis
- Application process should be modernized and streamlined – school directors should not serve as reviewers
- Faculty should be made familiar with the grant administration policies of federal agencies
- Hire a grant writing specialist for campus
- RCG amount falls short for many of the projects – increase upper limit
- Discipline-based review of applicants, proper background, perhaps have faculty from UP serve on review panels
- More transparency in the review process
- Use RCGs to buy-out courses in exchange for developing external grant proposal
- Develop school level criteria for RCG funding to ensure that funding meets discipline based standards
- Recognize faculty with RCGs at ceremonies etc.

2. Investigate what promotion and tenure advantages faculty have for publishing a patent application, and obtaining a US patent.

Background: Penn State owns patents not faculty, but royalty payments are shared. The Technology Transfer office at UP has a budget 250,000 and a single patent can cost up to 20,000 which necessitates the use of a priority list. It is often ten months before faculty member learns if Penn State will file for provisional patent.

- Having a licensing officer from UP to visit our campus and meet with relevant faculty, provide guidance and feedback for the patent application
- Modify P&T criteria in relevant schools to include patent applications and patents. Can some patents be counted in lieu of peer-reviewed publications? These decisions should be communicated to the college and University P&T committees.
- Expedite review of patent submissions from tenure track faculty.

3. Develop and propose a campus-wide office hours statement.

Each school will determine the type of office hours, number of hours, and its implementation policy for full-time and part-time faculty members and/or based on the number of courses the faculty members teach.

4. Explore the issue of grade inflation on our campus. This issue has been a concern in academia. Is that a problem on our campus? Is what we have now (e.g. average grades, # of As) different than what we had before? If there is grade inflation, what can be done about it?

This charge was subsequently dropped because the faculty affairs committee in 2008 had reviewed the topic and generated some recommendations. It was agreed that the committee will bring this topic up for discussion later on.

5. Propose recommendations for Penn State Harrisburg to recognize newly-tenured and promoted faculty members.

In person ways to recognize newly tenured and promoted faculty members.

- Continue to hold the reception for newly tenured and promoted faculty. However, if the college decides not to have a similar reception in the future (e.g., for budget related concerns or in order to use the money to fund other initiatives below), items 2-4 are some alternatives to consider.
- Have the newly tenured and promoted faculty members sit in the first row or sit at the front facing the audience during the All-College Day and, perhaps, give them a special gift at this meeting.
- Have the newly tenured and promoted faculty recognized at the first school meeting of their respective schools, along with a cake supplied by the school or college (i.e., chancellor's office).
- Have nothing beyond the general recognition the faculty members receive at the All-College Day.

Additional ways to recognize

- Display the portrait pictures of the newly tenured and promoted faculty members in the Central wing of the Olmsted Building, as is done for Faculty Senate Presidents, for a period of time (e.g., one semester or one academic year).
- Allow the faculty members to choose a second book (in addition to the one provided by University Park), an instructional DVD, or another library resource for the Penn State Harrisburg library.
- Create a Lions Scholars Walkway with bricks that display the newly tenured and promoted faculty members' names and perhaps year of tenure.
- Plant a tree with a placard placed next to it that would dedicate the tree to the faculty members who got tenured and promoted in that particular academic year.
- Provide a small grant for faculty members who would like to mentor a non-tenured faculty member in conducting research, presenting at national/international conferences, or writing a grant application, etc. We propose the amount to be close or similar to the Research Council Grants.

Charges and Recommendations by the 2012-13 Committee

1. Examine issues related to summer compensation for faculty members.

- Penn State Harrisburg Academic Guidelines and Policies, specifically F-2 Summer Compensation for Teaching Faculty and F-3 Compensation for Faculty Performing Non-Teaching Duties during Summer Sessions should be strictly adhered to.
- Compensation rate should be increased from the present USD 102 per student per credit (undergraduate) and USD 125 per student per credit (graduate) such that even for small class sizes minimum compensation is above adjunct faculty compensation rate.
- An increase in compensation would likely motivate relevant faculty to teach in summer.

2. Discuss the recommendations from charge 1 and 2 from the 2011-12 committee and work with ORGS office and recommend specific actions to be taken by the Faculty Senate.

The committee met with Dr. Marian Walters and decided that the recommendations from the previous committee would be forwarded to the Chancellors' office for consideration. The recommendations were also part of the end-of-year report so that they can be easily forwarded by the Faculty Senate to the Chancellors' office.

Charges and Recommendations by the 2013-14 Committee

1. Monitor the implementation of the new Healthcare policies and make recommendations for faculty response. Consult with the Human Resources and Business Services Committee, which is charged with reporting on recent and planned policy changes

A survey of faculty was conducted and the results tabulated. It was evident that the changes antagonized faculty. Sample responses were included in the end-of-year report by the committee.

2. Determine ways to get the faculty more involved in governance (UP Faculty Senate, Capital College Faculty Senate and committees); address service participation and annual reviews – how do the Schools communicate expectations of service in the annual reviews and quantify it's value in the P&T process?

The committee concluded that there are no consistent policies on service expectations, and those that exist are subjective. They recommended introducing guidelines for service expectations for each school, which should be available for faculty to access. In particular, all new faculty at all levels should get that information. For instance, tenure-track faculty should know that at certain years they are expected to have certain kinds of service, such as service at a specific college, university, or national organization level. It was noted by the school directors that there is no way other than salary increase considerations to motivate tenured faculty to get involved in governance and other types of service.

3. Examine the impact of larger class sizes on faculty and support staff

This charge never came up for discussion on the recommendation of senate to withhold charge until more contextual data was provided.

Charges and Recommendations by the 2014-15 Committee

1. Evaluate approaches to new faculty mentoring by each of the schools and develop a best practices guide

No school has a formal mentoring policy (SPA had a formal one some years back but abandoned it because it was too stressful for both mentor and mentee.) The 2014-15 committee found no conclusive evidence regarding the benefits of mentoring new faculty from published research. The same research was used to prepare a list of best mentoring practices that various academic units could adopt if they chose to and was included in the end-of-year report.

2. Consider how to go about making FT1 faculty feel more inclusive in the PSH community

- Not aware of any complaints from non-tenure track FT1 faculty about being treated differently from the tenure-track faculty, except in the cases where their expectations and responsibilities were spelled differently in the University policies.
- FT1 faculty in some schools may not have the same access as their tenured and tenure-track peers to serve in administrative committees in their units; Schools be encouraged to elect/appoint such faculty to serve in these positions wherever it is not counter to University policy.
- Implement a uniform title and ranking system. Guidelines have been developed by Penn State Altoona and University College.

3. Investigate how FT2 faculty can be made to be a more integrated element within the college given their relatively few contact hours each semester

- Inclusion on departmental websites and mailing lists, orientations, mailboxes and handbooks. Also peer classroom visits, mentoring, and school and college awards.
- Departments and programs should be encouraged to offer or continue offering some form of mentoring because it was important to help part-time faculty understand the requirements of the units in which they are teaching.
- Classroom visitation and peer evaluation are important to ensure part-time faculty teaching effectiveness and also to provide administrators with additional means to evaluate part-time faculty.
- FT2 faculty should be invited to observe full-time faculty as a learning tool.
- College should find ways to address the concerns of the part-time faculty regarding what they view as inadequate remuneration for their services.

4. Consider how to make PSH a more welcoming environment for new faculty

- Explore possibility of providing a one-stop-shopping site for resources that can be used by new faculty to locate essential information such as a list of realtors, avenues for retail shopping and local transport
- Encourage schools to organize socials for new faculty (e.g. lunches) to interact with other faculty from across schools, especially those with similar interests
- Space for a faculty and staff lounge

5. Review the final exam scheduling process. The overload arrangement does not appear to be working, but also there needs to be reinforcement of University policy regarding final exams and when they may be given

- Schools impress on faculty the importance of responding early, including inviting the Registrar to school meetings
- Language in Registrar's communication to faculty be revised to indicate that a response is required for all courses each semester and the importance of faculty who do not plan to give exams to respond and do so early
- Ways be found of enabling the scheduling software to track those faculty who have not responded, so reminders can be sent to them.

Appendix B

1. School of Behavioral Sciences and Education

- BSED houses a fairly large number of programs at the graduate level, which are composed of 500-level courses (now designated to be “R” curricula). These include Health Education, Training & Development, Adult Education, Applied Behavioral Analysis, Applied Clinical Psychology, Community Psychology & Social Change, Literacy Education, and Teaching & Curriculum.
- Although the Graduate School has stated that it will readily approve non-research-focused graduate faculty (FT1 & FT2, or “P” faculty) for temporary teaching status for 500-level courses in the “R” programs, lately they have been declining to do so.
- The school director believes that the Graduate School is trying to forcibly encourage the hiring of research-focused faculty (basically, tenure line faculty) to fill these roles at the campuses. Alternatively, it may be an attempt to have all the distance campuses convert the legacy “R” programs to curricula composed of 800-level (“P”) courses, that is, to create “practice” curricula.
- The University is not approving as many tenure lines as it used to. This leads to a shortage of research-focused faculty to staff 500-level courses. In addition, BSED has lost 4 tenured faculty to the Voluntary Early Retirement Program. It is not known if these positions will be replaced. (The Council’s guideline requires that R faculty “review” FT1s & FT2s teaching initially and every 3 years.)
- Many of the FT1 faculty teaching these 500-level courses have been doing so for many years, are good at it, get good SRTes, and some even continue to do original research despite not being afforded course release, as is the case for tenured faculty. This is viewed by the school director as wasteful of resources, unrealistic, and dispiriting to otherwise qualified faculty.
- Converting graduate programs to “practice” or “applied” programs with 800-level courses would be time consuming to the extreme—and the University is not offering any technical or financial assistance to do so.
- The position of the school director of BSED, and of the bulk of the faculty in BSED, is that the Graduate Council’s attempt to rigidly categorize faculty and programs into “P” and “R” designations poses a very considerable burden on the school. Enforceability of the policy is in question. There is no evidence University Senate approved this policy or reviewed its implications.
- On this last point, it is suggested we follow up with the Harrisburg Campus’ Grad Council representatives to gain more insight into the reason for the changes, and the nature of the discussion that led to its adoption.

2. School of Business Administration

- The doctorally qualified FT1 faculty members in our School do teach 500-level courses, but only with approval from the Graduate School to teach *specific* 500-level courses.
- The typical teaching load for FT1 faculty is four courses per semester. FT1 faculty do not have a specific research expectation, but at a minimum all must maintain an active record of scholarship as per our AACSB Faculty Qualification requirements for an Instructional Practitioner (IP).
- Schools don't determine P and R designations -- the Graduate School does. The Graduate School does not indicate these designations on the Graduate Faculty website listing, nor does SBA identify faculty as "P" or "R."
- FT1 faculty service expectations are the same as for all full-time faculty members in our School -- advising students, serving on School committees, developing and reviewing curricula, participating in community affairs, etc. We also have FT1 faculty currently serving on College and University committees.

3. School of Public Affairs

- Public Affairs is a graduate program, so every FT1 is expected to teach graduate courses. The school has begun to move some courses to 800 level, but the core courses will remain at 500. And by the descriptions of R/P, core courses are the very courses designed to be taught by FT1s which would allow the tenure track faculty focus on the “specialty” specific courses most apropos to a professional degree
- The typical teaching load for FT1 faculty is 4/4 and we do not get course releases for other duties. FT1 faculty need to remain academically and professionally qualified.
- P and R designations apply to both tenure track and FT1 faculty. If a program in which a tenured or tenure track faculty is a “P” program, the faculty will be designation as a “P” even though they have to conduct research to be tenured.
- The service expectations of FT1 faculty are the same as that from tenured and tenure track faculty.

4. School of Science, Engineering and Technology

- FT1 faculty may teach graduate courses in the Master of Engineering programs if they hold graduate faculty status. Sometimes temporary approval is needed for one semester or one year if the FT1 faculty is not a Graduate school faculty.

- The typical teaching load for FT1 faculty is 4 courses per semester (12 hrs). FT1 faculty are expected to be involved in professional development activities. Some of them (not all) are involved in research.
- Tenure track and tenured faculty members are normally in “R” designation. FT1 faculty are normally in “P” designations. The Graduate School determines these designations. All faculty hold a Ph.D. and therefore can potentially qualify for “R” designation if they are actively involved in research and if the Graduate School concurs. To be a thesis research advisor, a faculty has to be “R” designated.
- FT1 faculty service expectations are the same as all full time faculty members, including student advising, serving of school and college committees, participating in professional development and community affairs, among others.

5. School of Humanities

- FT1 faculty do not teach 500-level graduate courses, but some do teach 400-level courses. The typical teaching load for FT1 faculty is 4 courses per semester. There are no research expectations from FT1 faculty.
- All graduate faculty are “R” designated and they are all either tenured or tenure-track.
- FT1 faculty participate in and chair committees, at both the College and School levels, coordinate programs including scheduling of classes

Appendix C:

Final exam times are determined by the DAY and START TIME of a class.

Use the charts below to determine the day and time of an exam.

MWF, MW, MF or WF

Class START times:	Exam Day & Time		Symbol
7:30 - 8:29 am	Monday	7:30 - 9:30 am	1
8:30 - 9:29 am	Friday	7:30 - 9:30 am	2
9:30 - 10:29 am	Monday	9:45 - 11:45 am	3
10:30 - 11:29 am	Friday	9:45 - 11:45 am	4
11:30 am - 12:29 pm	Monday	12:00 - 2:00 pm	5
12:30 - 1:29 pm	Friday	12:00–2:00 pm	6
1:30 - 2:29 pm	Monday	2:15–4:15 pm	7
2:30 - 3:29 pm	Friday	2:15–4:15 pm	8
3:30 - 4:29 pm	Wednesday	4:30–6:30 pm	9
4:30 - 5:29 pm	Monday	4:30–6:30 pm	10

TR

Class START times:	Exam Day & Time		Symbol
7:30 - 8:59 am	Tuesday	7:30 - 9:30 am	11
9:00 - 10:29 am	Thursday	9:45 - 11:45 am	12
10:30 - 11:59 am	Tuesday	9:45 - 11:45 am	13
12:00 - 1:29 pm	Thursday	12:00 - 2:00 pm	14
1:30 - 2:59 pm	Tuesday	12:00 - 2:00 pm	15
3:00 - 4:29 pm	Thursday	2:15 - 4:15 pm	16
4:30 - 5:59 pm	Tuesday	4:30 - 6:30 pm	17
6:00 – 7:29 pm	Thursday	4:30 - 6:30 pm	18

Source: University of Hawaii, Manoa website: URL:

<http://manoa.hawaii.edu/undergrad/schedule/final-exams/fall/>

Appendix D: Faculty Governance at select Penn State Campuses and Colleges

1. Rules about the elections of officers (president, president-elect, immediate past president, and secretary)

Penn State Harrisburg

The elected members of the Capital College Senate are elected for two-year terms and consist of one (1) member from each School, one (1) member from the Library, and three (3) at-large members. If the President or President-Elect of the Senate is not a member of the Senate, he/she becomes a voting member of the Senate when installed as an officer. The President-Elect is elected by the Faculty at-large in an election to be closed on the first academic day following March 31.

The President-Elect, at the end of one year of service, automatically succeeds to the office of President. The President, at the end of one year of service, shall automatically succeed to the office of Immediate Past President. The position of President cannot be held for two consecutive terms.

The Secretary is elected at the last scheduled Senate meeting of the academic year. The Secretary is elected by a majority vote of eligible voting representatives. Those eligible to vote in the election of the Secretary are the student representative and current members of the Senate. Votes cast for the election of the Secretary of the Senate are counted by the retiring President and President-Elect.

College of Health and Human Development

The Chairperson and Vice Chairperson-Secretary shall be elected as follows: The Faculty Council will solicit nominations from the Faculty Organization and prepare a slate of officers. The Faculty Organization shall conduct these elections through a mailed ballot, bi-annually in the spring or when a vacancy exists. A person shall be elected by simple majority vote of those members of the Faculty Organization who cast ballots. Each shall hold office for a period of two years and shall be eligible for re-election.

College of Engineering

Faculty Council elections of officers (Constitution & By-Laws, Article 3, Section 4):

"The Dean in consultation with Faculty Council will establish the election schedule and notify department heads when an election is to take place. Elections will occur each March with results reported by the Departments to the Dean's Office by March 31st. Newly-elected members will begin their term at the final meeting of the academic year in which they are elected."

Penn State Altoona

The Chairperson-Elect of the Senate notifies the Dean and Chancellor of the Altoona College, the Student Government Association President, and the Senior Senator of each voting unit in January of the number of Senators to be elected in his/her unit. The Dean and Chancellor, Student Government Association President, and Senior Senator report the results of the election to the Secretary at least three (3) weeks before the March meeting of the Senate.

Penn State Wilkes-Barre

The officers of the WB Faculty Senate are the chairperson, the chairperson-elect, the secretary and the parliamentarian. The WB Faculty Senate elects a chairperson-elect, from among its full time faculty members, who serves as the vice-chairperson upon election to office for one year prior to taking office as chairperson of the Faculty Senate. The secretary and parliamentarian are chosen by the Chairperson.

College of Medicine

At a March meeting of the Faculty Organization, a nominating committee consisting of 5 members is elected. This committee meets at the call of the Immediate Past-President, who serves as chairperson. The committee strives to present 2 nominees for each office. Nomination is submitted to President of Faculty Organization 14 calendar days before April meeting of Faculty Organization. Slate is published in agenda for April meeting. Nominations are announced to the Faculty Organization at April meeting by President of Faculty Organization. Additional nominations can come from floor of Faculty Organization. Secret preferential ballots are mailed or made electronically available 21 days before May meeting of Faculty Organization. No ballot returned after noon on 7th day preceding May meeting of Faculty Organization is counted. Votes counted by Nominating Committee who reports results to President of Faculty Organization. President notifies those elected. In event of tie, runoff election will be listing candidates in tie, with votes being returned by noon on 7th day preceding June meeting. Results announced at May meeting (or June, if tie).

2. Rules about the authority and duties of officers

Penn State Harrisburg

The President presides at meetings of the Capital College Senate and of the Faculty, determines matters of concern to Faculty and direct the Faculty governance response to those concerns by referring matters to the Senate or Senate Committees or subcommittees or taking other appropriate action; after announcing a situation of special Faculty concern, convenes the Capital College Senate or the Faculty; prepares the agenda for the Capital College Senate meetings and Faculty meetings; as appropriate, initiates, reviews, and modifies, Senate correspondence related to the conduct of Senate business, except for language specifically approved by the Senate; establishes liaison with the Capital College representatives to the University Faculty Senate; oversees Senate Officers and Senate Committee officers in the performance of their duties and orient new Senators and Senate Committee officers to their duties; administers the Capital College Senate budget; appoints a member of the Senate as Parliamentarian who serves at meetings of the Capital College Senate and at Faculty meetings; and performs other duties assigned by the Senate.

The President-Elect assumes the duties of the President when the President is absent; informs the Senate of committee activities and the progress or lack of progress of committees in addressing specific charges; advises the Senate of any committee that does not meet for three months during the academic year or does not submit reports for three (3) consecutive months during the academic year; and performs other duties assigned by the Senate President.

College of Health and Human Development

The Chairperson presides at meetings of the Faculty Organization and the Faculty Council. The Chairperson appoints a Parliamentarian from the Faculty to serve during the Chairperson's term of

office. The Parliamentarian may vote.

In the absence of the Chairperson, the Vice Chairperson-Secretary shall chair the meeting of the Organization and Council and shall appoint a temporary secretary for that meeting.

The Vice Chairperson-Secretary is responsible for taking the minutes of all meetings of the Organization and Council and to report those minutes to the Organization, Council and others as needed.

Penn State New Kensington

The officers of the Penn State New Kensington (PSNK) Faculty Senate are the Chair, the Chair-Elect and the Secretary and the University Senators. Only PSNK Faculty are eligible to fill these offices. The Chair-Elect serves for one year and then automatically assumes the role of Chair office in the following one year term. A new Chair-Elect and a Secretary are elected annually. The Secretary is eligible for reelection. University Senators are elected and serve terms as described by the University Faculty Senate Constitution.

The Chair is the presiding officer of the PSNK Faculty Senate, the Executive Council, and the Executive Committee. The Chair appoints a Parliamentarian from the PSNK Faculty to serve during his or her term of office.

The Chair-Elect assumes the duties of the Chair when the Chair is absent and performs other duties appropriate to the office.

The University Senators represent the PSNK Faculty at the meetings of the University College Caucus and the University Faculty Senate and provide regular reports to PSNK Faculty Senate concerning these meetings.

College of Engineering

Faculty in the College serve a legislative function regarding educational interests, an advisory and consultative function, and a forensic function (as well as an operational function to meet responsibilities of teaching, research, advising and service).

The officers are the Chair of Faculty (Dean), Vice-Chair (Chair of Faculty Council) and Secretary (Secretary of Faculty Council). Chair/Dean presides over meetings, interprets legislation, etc. Vice-Chair serves as Parliamentarian and assists in preparation of meeting agenda. Secretary distributes notes, agenda, minutes and membership of Faculty Council and committees.

Chair presides over Faculty Council, schedules meetings and sets the agenda. Vice-chair coordinates standing committees. Immediate past-chair chairs General Planning Committee of Faculty Council. Secretary keeps official roll and publishes minutes of Faculty Council meetings.

Penn State Altoona

The Chairperson is the presiding officer of the Senate and Executive Committee and has the authority to convene the Executive Committee or the full Senate, if necessary, in special session. The

Chairperson appoints a Treasurer, a Parliamentarian, and an Historian annually. These officers are non-voting members of the Senate unless they are also elected faculty Senators.

The Chairperson-Elect assumes the duties of the Chairperson when he/she is absent and performs other duties appropriate to the office. In the spring of each year, the Chairperson-Elect oversees elections for Senate Officers and special elections for Ombudsman and members of the Promotion and Tenure Committee.

The Secretary keeps the official roll, prepares and publishes notices, agenda, and minutes of Senate meetings, and performs other duties appropriate to the office.

The Treasurer handles all funds of the faculty under the direction of the Senate.

The Parliamentarian assists the Chairperson in the conduct of the meeting, as well as in making decisions on points of order from the floor.

The Historian collates, coordinates, and preserves the Senate's correspondence, minutes, records of Senate elections, finances, activities of ad hoc committees, or other significant records that are central to the Altoona College Faculty Senate. These records are passed on each year to the Senate Historian.

Penn State Wilkes-Barre

Elections for Faculty Senate are run every spring by the Elections Committee, which solicits nominations for candidates to the Senate. The same committee also runs special elections to fill vacancies when needed.

College of Medicine

The President has the authority, upon consultation with the other Faculty Organization officers and with the Senior Vice President for Health Affairs and Dean of the College of Medicine, to declare the existence of a situation of special Faculty Organization concern and convene a special meeting of the Faculty Organization within a week following the announcement unless a regular meeting of the Faculty Organization is scheduled within that period. The President has complete access to the Penn State College of Medicine and Milton Hershey Medical Center Executive Council, and he/she may sit and participate in Executive Council meetings or designate an alternate from the Faculty Organization Council to attend meetings in his/her absence. The President invites each chairperson of the Faculty Organization committees to Council meetings at least once each year for the purpose of exchanging information on committee activities. **President-Elect and Immediate Past-President:** The President-Elect or the Immediate Past-President assumes the duties of the President when the President is absent and, in the event of a vacancy in the position of President, will fill this position. The Immediate Past-President also serves as the chair of the nominating committee. **The Secretary:** The Secretary is responsible for the official roll and minutes of the Faculty Organization meetings, the announcement board, and the organization web site. The Secretary, with the administrative assistant appointed for this purpose, prepares and publishes notices, agenda and minutes, and performs other duties appropriate to his/her office. **The Parliamentarian:** The Parliamentarian ensures that the meetings are conducted according to Robert's Rules of Order (Newly Revised) and the Faculty Organization Constitution, Bylaws, and Standing Rules.

3. Rules governing meetings (e.g., Robert's rules)

Penn State Harrisburg

The order of business at each regular meeting of the Capital College Senate is as follows:

Call to order; Approval of minutes of the preceding meeting; Approval of the recommendations of Academic Affairs; Communications to the Senate; Report of the Senate President; Comments by the Chancellor; Comments from the Senate Council Representative; New business; Unfinished business; New legislative business; Forensic business; and Advisory/consultative reports.

The College Senate may change the order of business prior to any meeting. Any or all items in this Section may be suspended at the regular meeting of the Capital College Senate by a two-thirds (2/3) vote of the members present and at any special meeting called by the Senate President.

The President of the Capital College Senate may, with due notice, convene special meetings of the Senate at such times and for such purposes as he/she deems necessary for the effective discharge of the business of the Senate.

College of Health and Human Development

Meetings of the Council shall occur at least three times each semester. In the event that the Chairperson of the Organization declares existence of a situation of special faculty concern, the Council shall be empowered to act for the Organization in all matters until this authority is terminated by actions of the Organization. Each member is expected to send a substitute to meetings the member is unable to attend. The Chairperson shall arrange for all meetings of the Council and establish the agenda, in consultation with the Dean of the College and the Faculty Council. A simple majority of the voting membership of the Council shall constitute a quorum for the conduct of business. Action on an item before the Council shall be decided by a majority vote of those members present and eligible to vote.

Penn State New Kensington

Regular meetings of the PSNK Faculty Senate occur during a Common Hour preceding the regular University Faculty Senate meeting during the normal academic year, except as provided in Section 4 of this Article.

Upon the request of the Chancellor, the Chair convenes the PSNK Faculty Senate to receive information concerning the status and future plans for the University, requests for advice, and recommendations for PSNK Faculty Senate action.

The Chair convenes the PSNK Faculty Senate in response to a written petition of at least five (5) voting members of the PSNK Faculty Senate to consider written proposals of the petitioners.

The Chair may change the date of any meeting by giving members of the PSNK Faculty Senate five (5) calendar days notice.

A quorum for the transaction of business consists of at least 25 percent of the membership of the PSNK Faculty Senate.

The PSNK Faculty Senate establishes its rules of procedure. Any procedures not specified should adhere to Robert's Rules of Order, the most current edition.

College of Engineering

Current edition of Robert's Rules of Order followed in all cases where applicable and when not inconsistent with Constitution and By-Laws.

Penn State Altoona

The rules of procedure in the meetings of the Altoona College Faculty Senate, except as otherwise specified in the Senate Constitution, Bylaws, and Standing Rules, are those of Robert's Rules of Order, Newly Revised. All motions, except as otherwise specified in these documents, are determined by a majority of the votes cast. Roll call votes may be initiated only by the decision of the Chairperson or by a two-thirds (2/3) majority of Senators present and voting.

College of Medicine

The rules of procedure in the meetings of the College of Medicine Faculty Organization, except as may be otherwise specified in the Faculty Organization Constitution, Bylaws, and Standing Rules, are those of Robert's Rules of Order (Newly Revised). All motions, except as may be otherwise specified in these documents, are determined by a majority of the votes Roll-call votes may be initiated only by the decision of the President or by a two-thirds (2/3) majority of members present and voting. The role of the Parliamentarian is advisory only on Rules of Procedure.

4. Rules about administrators' roles at meetings and selections of committee chairs

College of Health and Human Development

The Faculty Organization shall be represented by the Faculty Council. The Faculty Council acts on behalf of the Organization to facilitate the legislative, advisory and forensic functions of the Organization, and recommends action through the appropriate College and University channels.

In particular: Faculty Council acts on behalf of the Faculty Organization in matters of curricular and academic policy. If the matter under consideration is of broad interest to members, input from members of the Organization shall be invited. Since the Council acts on behalf of the Organization, a vote of one-third plus one of the Council members present at the meeting shall move a particular item to the Organization's membership for consideration. The Council serves as an advisory committee to the Dean on such matters as University and College policy and procedures, and general faculty and student welfare. The Council serves as a medium for communication throughout the College.

College of Engineering

Dean serves as Chair of Faculty and as ex-officio member of Faculty Council. The Dean (or the Faculty Council) may create special committees to study and recommend action to the Faculty. Faculty Council and Dean annually appoint members of four standing committees. Dean also appoints three members of the committees on Undergraduate Studies and Graduate Studies and Research, two members on the College P&T committee, and members of the Sabbatical Leave Review Committee. Further, Dean appoints two (of five) members of the standing committee for nominations for

University Faculty Senators, Graduate Council members, and Ombudsman. All other committee members selected by the Faculty Council and or Faculty.

Penn State Altoona

All Senate committee positions are tenable for one calendar year from the final meeting of one academic year to the final meeting of the next academic year. No Senator may serve longer than four (4) consecutive years on a given committee nor more than two (2) consecutive years as its chairperson; exceptions are approved by the Executive Committee. A chairperson of a committee who has served in that capacity for less than two (2) years, but who has been a member of the committee for four (4) years, may continue on the committee for as long as he/she is chairperson, thereby permitting a maximum tenure of six (6) years. Each of the four Standing Committees should include a Chairperson and a Vice Chairperson. The Chairperson and Vice Chairperson will be appointed by the Subcommittee on Committees. The remaining Senators will be assigned to four Standing Committees at the discretion of the Senate Chair or the Subcommittee on Committees.

College of Medicine

The Faculty Organization Council advises (upon consultation with appropriate Standing Committees), the Senior Vice President for Health Affairs and Dean of the College of Medicine on the establishment, reorganization, or discontinuation of departments or interdepartmental programs of the College of Medicine that involve two or more teaching, research, and continuing education functions. Upon the request of the Senior Vice President for Health Affairs and Dean of the College of Medicine, the President convenes the Faculty Organization to receive information about the status of and future plans for the College of Medicine, requests for advice, and recommendations for Faculty Organization action. Direct consultation between Faculty Organization committees and members of the administration of the College of Medicine is encouraged. However, such consultation may not be construed as a Faculty Organization action. The Senior Vice President for Health Affairs and the Dean of the College of Medicine may comment at regular meetings.

5. Rules about structure and composition of committees

Penn State Harrisburg

The President of the Capital College Senate is an ex officio, nonvoting member of all Standing Committees. He/she may authorize any member of the Senate to represent him/her at Committee meetings.

With the approval of the Capital College Senate President, any Standing Committee may add to its membership or appoint ad hoc subcommittees. All Committees are encouraged to invite other Faculty, students, administrators, and staff to render testimony and advice on particular questions as circumstances dictates.

Except for service on the Executive Committee of the Senate, members of the Capital College Senate may not serve as chairs or as voting members of Standing Committees.

Except for members of the Senate, any full-time Faculty member may serve on Senate Committees. By the first academic day following March 1, the President identifies Faculty willing to serve on Committees. Committee members are appointed annually by the President, with the advice of the Senate, for a two-year term on an alternating basis.

Except for members of the Senate, any full-time Faculty member may serve as a member of Senate Subcommittees. Subcommittee membership is not limited to members of the full Committee. Members of a Subcommittee may be appointed by the President of the Senate or elected in a manner approved by the Senate. Any business transacted by a Subcommittee must be reported to the full Committee. Unless otherwise specified by the Senate, the rules under which a Subcommittee operates are established by the full Committee to which it reports.

The Student Government Association of Capital College is authorized and requested to appoint student members of Standing Committees and Subcommittees to serve as voting members for one (1) year terms. If a student graduates or otherwise is unable to serve a full term, the Senate requests that the SGA appoint another student to complete the term.

College of Health and Human Development

The Chairperson of the Faculty Organization is an ex-officio member of all standing committees. The Chairperson may authorize the Vice Chairperson Secretary or another member of the Faculty Organization to represent the Chairperson at meetings of any committee.

All standing committees may add to their membership with the approval of the Council, students or appropriate College personnel on the basis of their position, interest, expertise, or membership in a particular sector of the College.

All standing committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. They are also encouraged to appoint ad hoc committees as needed.

All standing committee positions begin with the fall semester. No faculty member may serve longer than four (4) consecutive years on a given committee nor more than two (2) consecutive years as its chairperson; exceptions may be approved by the Faculty Council.

All committees shall be available for consultation with the Dean of the College.

Penn State New Kensington

Election of Standing Committee Members

- A. Nominations and elections are conducted in accordance with Article III, Sections 1, 2 and 3.
- B. The length of the terms of office is stipulated in the specific committee provisions below. The beginning date for terms of office, unless otherwise stipulated, is July 1st.
- C. Chairs of standing committees must be PSNK Faculty of the PSNK Faculty Senate.
- D. Any member of a committee who is not a member of the PSNK Faculty Senate does not have voting privileges on the floor of the Senate on issues of concern to that committee.
- E. Vacancies are filled by a special appointment conducted by the Executive Committee. Committee

members appointed to fill vacancies serve the remainder of the term(s) of the vacant member(s).
F. Committee members may be removed by majority vote of the PSNK Faculty Senate.

The Standing Committees of the PSNK Faculty Senate, their composition, and their responsibilities are as follows:

A. The Promotion and Tenure Committee:

The Promotion and Tenure Committee functions under the following guidelines:

3. The Committee consists of three (3) tenured faculty members from the Penn State New Kensington Campus who are considered the “core committee.”

i. All three members are elected by procedures outlined in Article III, Sections 1, 2 and 3.

ii. The core committee elects its own Chair.

iii. No core committee member may serve more than two consecutive terms unless otherwise necessary to comply with HR-23.

4. To ensure disciplinary review, an individual candidate’s Promotion and Tenure Committee consists of the core committee plus two reviewers from the candidate’s discipline.

i. The disciplinary reviewers are approved by the appropriate Discipline Coordinator.

ii. There is no “double-counting” of disciplinary and core committee members. For instance, a math professor on the core committee will does not qualify as a disciplinary reviewer for a math candidate, but instead as a member of the core committee; two other math reviewers would need to serve on this committee.

iii. Due to the unusual nature of the library faculty structure, Promotion and Tenure process, only the core committee takes part in the first level of review for library faculty. Disciplinary review occurs at the second level of review for library faculty.

5. Committee members must have rank senior to candidates for promotion. If a member of the core committee does not satisfy this criterion, then the Executive Committee appoints an appropriate replacement. Any member normally appointed by the Executive Committee serves for all cases of promotion and tenure which come before the Committee unless the “rank above” principle would be violated by such service. Any member appointed to comply with the “rank above” principle serves only for those cases that require his or her presence.

6. In the case of promotion to Professor, the individual candidate’s committee will consist of exactly three (3) Professors: one (1) core committee member and two (2) disciplinary members. The regular core committee selects one of its members to form the single core committee. The disciplinary reviewers are approved by the appropriate Disciplinary Coordinator.

7. In making recommendations concerning promotion and/or tenure, the Committee uses the criteria adopted by the PSNK Faculty Senate. These recommendations must be in compliance with HR-23.

College of Engineering

The Faculty and Faculty Council shall determine its committee structure and composition. The Chair and majority of members of each committee shall be faculty members of the College. Committees may include faculty members of other colleges and non-faculty members, students and friends of the College of Engineering.

There are four standing committees: (1) Undergraduate Studies; (2) Graduate Studies and Research; (3) Engineering Technology; and (4) General Planning. Other standing committees include P&T, sabbatical leave matters, Engineering Senators Caucus (Engineering faculty members who are members

of the University Faculty Senate), Engineering Graduate Council Caucus, and a nominations committee.

Penn State Altoona

There are 5 standing committees including the executive committee. The others are committees on (1) academic affairs, (2) curricular affairs, (3) faculty affairs, and (4) campus climate and diversity. The committee on academic affairs has 4 sub-committees, the committee on faculty affairs has 2 sub-committees and the committee on campus climate and diversity has three sub-committees.

College of Medicine

The College of Medicine committees listed in the Standing Rules are considered the Standing Committees of the Faculty Organization. The College of Medicine Promotion and Tenure Committee is structured according to Penn State University HR-23 requirements. The Faculty Organization determines its remaining committee structure and composition according to Article II of the Standing Rules, with only the following stipulations: a. any College of Medicine personnel or any student of the College of Medicine may be appointed to a committee; b. Chairpersons of Standing Committees must be members of the Faculty Organization; and c. a majority of the membership of a Standing Committee must be Faculty Organization members. All members of Standing Committees who are not members of the Faculty Organization have nonvoting privileges of the floor when the subject of discussion at a Faculty Organization meeting pertains specifically to the work of their respective committees. The right to vote at committee meetings will be determined by each committee. Direct consultation between Faculty Organization committees and members of the administration of the College of Medicine is encouraged. However, such consultation may not be construed as a Faculty Organization action.

6. Rules about ombudsman

Penn State Harrisburg

As provided by University Policy HR-76, one ombudsman and one alternate are appointed for Capital College. Appointments will be made by the Senate in consultation with the Chancellor from nominations solicited from the faculty. Appointments occur in the Spring semester and are effective on the opening day of the Fall semester. The term of office of the Ombudsman and alternate is four (4) years. The ombudsman is a tenured faculty member of senior rank with a minimum of five (5) years experience at the Pennsylvania State University, or a retired faculty member holding emeritus rank. In cases in which the ombudsman is not available or might recuse himself/herself for ethical considerations, the alternate assumes the duties of ombudsman.

The Ombudsman clarifies misunderstandings; advises faculty and administrators as to appropriate courses of action; assists in the informal resolution of differences; assures that appropriate department and college procedures are exhausted before referring the case to higher levels; and informs the Chancellor and appropriate college officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

The Ombudsman does not conduct hearings; exceed the role of conciliator and advisor; substitute his

or her judgment for that of appropriate administrative and/or faculty bodies; and serve as counsel for either party to a complaint before the Hearing Board.

College of Health and Human Development

Functions of the Ombudsman:

1. Clarification of misunderstandings
2. Advising administrators as to appropriate course of action.
3. Assisting in the informal resolution of differences
4. Assuring that appropriate department and school, college and/or campus procedures are exhausted before referring the case to higher levels.
5. Informing the University Provost's Office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

The Ombudsman shall not hold hearings; exceed the role of conciliator and advisor; substitute his or her judgment for that of appropriate administrative and/or faculty bodies; and serve as counsel for either party to a complaint before the Hearing Board.

The Ombudsman unit for the College shall consist of the faculty members of the College. The faculty is defined in accordance with the Senate regulations. A candidate for the position must be nominated by the Faculty Council and shall be a full-time tenured faculty member in the Ombudsman Unit who is not:

- a. classified as an administrator nor fulfilling a College role which requires some administrative supervision of others;
- b. a candidate for an advanced degree at The Pennsylvania State University

No fewer than two names shall appear on the slate and the Faculty Organization shall conduct these elections through a mailed ballot. The person receiving the most votes shall be Ombudsman; the person receiving the next highest number shall be the Alternate.

The term of office for Ombudsman shall be two (2) years. If he/she is not able to complete the two-year term, the alternate will assume the position. An election would then be held as soon as possible to elect a new alternate Ombudsman. In the case that both should be unable to complete their terms, an election would be held to replace both.

College of Engineering

The Ombudsman is an elected position with a three-year term. The functions of the Ombudsman shall be:

- a. Clarification of misunderstandings;
- b. Advising faculty and administrators as to appropriate courses of action;
- c. Assisting in the informal resolution of differences;
- d. Assuring that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels;
- e. Informing the University Provost's Office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights

and Responsibilities.

The Ombudsman shall not hold hearings; exceed the role of conciliator and advisor; substitute his or her judgment for that of appropriate administrative and/or faculty bodies; and serve as counsel for either party to a complaint before the hearing board.

Penn State Altoona

The Ombudsman Unit is identical to the Voting Unit of the Altoona College for the election of Senators to the Altoona College Faculty Senate as defined in the Senate Constitution, Article IV, Section 3. Voting privileges are extended to all members of the Unit (as defined) and only to members of the Unit. All members of the Ombudsman Unit who have had one academic year's experience at the Altoona College at the beginning of their term of office are eligible to serve in this position. The Ombudsman is elected during the Spring Semester preceding his/her term of office. The Senate Nominating Committee (Standing Rules, Article II, Section 1b) report a slate of at least two nominees for Ombudsman. Additional nominations may be made from the floor of the Senate. At the time of nomination, potential candidates must indicate willingness to serve if elected. Election will be by secret paper ballot by all members of the Unit. The Chairperson of the Senate appoints an ad hoc committee to be responsible for handling ballots and tallying votes. The individual receiving the highest number of votes is the elected Ombudsman. The individual with the second highest number of votes is the Alternate Ombudsman. Starting on July 1, following the time of election, the term of office is two years. The Alternate Ombudsman assists the Ombudsman in fulfilling the duties of the position. If the Ombudsman is unable to complete the term, the Alternate Ombudsman assumes the duties of Ombudsman for the remainder of the term, and an election is held within thirty (30) days to fill the position of Alternate Ombudsman.

College of Medicine

The Faculty Organization participates in or coordinates the selection of members to serve as University Faculty Senators, College of Medicine Ombudspersons (for four-year terms), and other positions as deemed appropriate by the Faculty Organization Council.

Final report, HR and Business Services Committee, May 2017

Anne Verplanck, Associate Professor, American Studies, Chair

Standing Charge: reviews and recommends policies for the enhancement of a climate for Faculty, staff, and students that supports individual differences and promotes fairness and equity; reviews and recommends policies for the evaluation of faculty who perform administrative functions, and for professional staff who provide academic support services; investigates and is the Faculty’s voice concerning the adequacy and other attributes of the University’s provisions for salaries, retirement benefits, sabbatical leaves, hospitalization and medical insurance, investment and saving plans, travel reimbursement, educational benefits, recreational benefits, and other prerequisites, benefits and conditions of faculty employment.

Members: Anne Verplanck, Jennifer Schally, Brian Adams (Senate Liason), Wanda Kunkle, Mary Napoli, William Kline, Mohammad Ali, and Khadijah Hassam (Student). Ex officio: Dorothy Guy and Nora Seggel

- *Reviewed committee charge*, considering in particular whether there areas that are covered by other committees; Are there areas which ones are governed by federal and/or state laws (and thus we have no ability to make recommendations)? No additions or deletions recommended
- *Researched/addressed/forwarded* concerns brought by committee members. Many involved clarifying and communicating policies and practices to Schools and individuals (e.g. PSU class absence policies).
 - Brian Adams brought the issue of *medical benefits* for grandchildren from this committee to the Faculty Senate
 - Nora Seggel attended one meeting to bring us up to date on *bookstore practices, pricing, and policies* to enable us to communicate that to our respective schools.
 - We investigated varying *photocopying practices* and realized that the challenges re deadlines needed to be resolved at the School level.
 - We brought the idea of a “Kinkos-like system,” whereby faculty could request copies from the copy center via their computers, rather than printing materials, asking administrative staff to deliver them to the Copy Center, etc. We learned that there is a copy center list serve email address (hbg-copy-center@lists.psu.edu) so that staff and faculty can send their copying needs electronically to the copy center. However, one needs to fill out our copy center work order form and send it along with their originals electronically. *We encourage PSU, Harrisburg to create a system whereby one can fill in the form electronically.*
 - We investigated campus *shredding practices* and *recommended better communication between School administrative staff and faculty members about upcoming events.*
- *Completed the review of 5 end-of-year reports* of this committee to examine the implementation of the suggested changes / recommendations (and any discrepancies in implementing recommendations). Key points from each year are noted below:

2015-2016:

- communication about policies
- ethics training

- diversity/diversity communication: has this been addressed adequately by diversity committee?
Should we work with them? Omit this from our charges?

2014-15:

- Book order practices; has Faculty Enlight/new staff and practices solved problems?
- Copy Center lead time, etc. Has this been adequately addressed?

2013-14

- Healthcare plan changes/communication
- Recommendations for 2014-15 charges
- Program coordinator appointment practices
- Scanning/copying limits
- Exam schedule/overload process

2012-13

- Review of c. 2009 climate/diversity reports
- P and T/representation of women from some departments/schools
- Flexibility re class cancellations/adjustments
- Naming (Easter Egg hunt vs. Spring Egg hunt)

2011-2012: Amtrak station questionnaire

- *We devised several possible charges for the 2017-18 academic year. These include:*

-reaching out to HR (in its new incarnation) to see what the committee can do to help

-creating a proposal for an incentive-based pay structure to augment the existing practices.

-as we may tackle the idea of an incentive-based pay structure, adding a few more post-tenure faculty members to the committee is recommended



Information Systems, Technology, and Library Committee Report Academic Year 2016-2017

Standing Charge:

The ISTL Committee reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues; reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development; ensures an active Faculty role in formulating policies affecting academic computing and information systems.

Charges for Academic Year 2016-2017:

- Review the end-of-year reports for the last five years of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties
- Read and review the Horizon report and provide recommendations.

1. Review the end-of-year reports for the last five years of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)

2011-2012 Partially or Unsatisfied Committee Charges

Charge: Report on and propose possible solutions to make our classrooms “state of the art” and ready both today and next 3-yrs for both hybrid and online learning.

Committee partially completed this charge

This charge was satisfied by:

- *Discussion of "remote applications". See also webapps.psu.edu for current implementation.*
- *Lab and Desktop management task force investigated the ability to remotely reproduce the resources currently found in our computer labs and office systems*
- *Lab and desktop management task force also examined transforming existing labs to evolve into collaborative learning spaces (see multiple classrooms for current implementation).*

Charge: Report on and propose possible solutions to make our faculty office’s “state of the art” at a minimum, for online office hours and both voice and video teleconferencing.

This charge was largely unsatisfied.

- *There was some discussion of faculty office equipment, but little progress on online or virtual office hours. Current phone system upgrade may address this issue more directly.*

2012-2013 Partially or Unsatisfied Committee Charges

Charge: Survey faculty members to assess their technology needs in the following areas classroom technology and office computing equipment (beyond Zimbra), including printer, software, internet, etc.

- *The ISTL Committee worked on, but did not bring this project to completion. After preparing a survey to be posted on Survey Monkey, we were invited to collaborate with the Physical Plant Committee because they had a similar charge to survey faculty needs. They had already sent survey questions out to faculty and were reviewing their answers. It was decided not to pursue the ISTL Committee survey, since it would have been repetitive. This charge was not satisfied by the ISTL Committee*

2013-2014 Partially or Unsatisfied Committee Charges

All Charges were satisfied

2014-2015 Partially or Unsatisfied Committee Charges

Charge: Interface with the physical plant committee

- *Attempts were made to arrange a joint committee meeting, but plans were unsuccessful. This charge was unsatisfied.*

2015-2016 Partially or Unsatisfied Committee Charges

All charges were satisfied

2. Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties.

**See Strikeouts and suggested changes in the document below:*

Constitution, Bylaws and Standing Rules *Published by the Capital College Senate Office*

(8.5) Committee on Information Systems, Technology, and Library

1. Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Director of Instructional and Information Technology, the Director of the Library, College Web Manager, and the Senate President are ex-officio, nonvoting members.

2. Duties: The Committee on Information Systems, Technology, and Library

- *reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues;*

- reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development;
- oversees studies and advisory activities either on request or at its own initiative;
- ensures an active Faculty role in ~~formulating~~ **reviewing and providing feedback on** policies affecting academic computing and information systems;
- maintains a formal liaison with the Faculty Affairs Committee and Committee on the Physical Plant **through Ex officio committee members**;
- serves in a consultative and advisory capacity to the Director of the ~~Capital College~~ Library through the Capital College Senate.

3. Read and review the Horizon report and provide recommendations.

The Committee read and discussed the 2016 Horizon Report and noted these upcoming developments in technology:

“Key Trends Accelerating Technology Adoption in Higher Education”

- *Advancing Cultures of Innovation*
- *Rethinking How Institutions Work*
- *Redesigning Learning Spaces*
- *Shift to Deeper Learning Approaches*
- *Growing Focus on Measuring Learning*
- *Increasing Use of Blended Learning Designs*

“Significant Challenges Impeding Technology Adoption in Higher Education”

- *Blending Formal and Informal Learning*
- *Improving Digital Literacy*
- *Alternatives to postsecondary education are on the rise*
- *Rising costs of college + questions regarding the return on investment*
- *Nanodegree programs; coding bootcamps; self-paced modules*
- *Digital immersion courses*
- *Personalizing Learning*
- *Instructors need training and help with course design*
- *Motivational support for students*
- *Guidance on Balancing Our Connected and Unconnected Lives*
- *Keeping Education Relevant*

“Important Developments in Educational Technology for Higher Education”

- *Bring Your Own Device*
- *Learning Analytics and Adaptive Learning*
- *Augmented and Virtual Reality*
- *Makerspaces*
- *Affective Computing*
- *Robotics*

4. The ISTL Committee reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues and ensures an active Faculty role in formulating policies affecting academic computing and information systems.

John Hoh regularly updated the committee on IT changes on campus. He reported on the completion of such projects as:

- *The new video option-Zoom*
- *Plans for VoIP implementation*
- *Cloud based printing*
- *Classroom upgrades*
- *Transition from Windows 7 to Windows 10 in LABS and Classrooms*
- *Wireless Access Points for the Quad*

5. The Committee reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development.

Glenn McGuigan and Heidi Abbey Moyer reported on Library such changes and initiatives as:

- *Number of items checked out through March 2017 (24,014)*
- *Gate counts through March 2017 (416, 396)*
- *Number of student Group Study Reservations through March 2017 (8,967)*
- *Number of classes taught in the library through March 2017 (64)*
- *Purchase of 4 ACER Chrome Books*
- *Purchase of MAC Book adapters*
- *Purchase of two portable turntables for vinyl records*
- *Purchase of 2 webcams*
- *Replacement of high-end scanner*

Final Note:

I would like to thank all of the members for their dedicated service to this committee. Above all, I would like to thank John Hoh, Glenn McGuigan and Heidi Abbey Moyer for their willingness to prepare reports for the committee, patiently answer our questions and participate in our discussions.

Respectfully submitted,

Gloria B. Clark Ph.D., Committee chair
5/10/17

International and Intercultural Affairs Committee of the Faculty Senate
Penn State Harrisburg
2016-2017 Report
(prepared by Dr. Nihal Bayraktar, Chair of the Committee)

Duties: The Committee for International and Intercultural Affairs shall promote and increase international and intercultural awareness throughout the College community, and review and make recommendations regarding international and intercultural activities.

I would like to thank the following members for their great contributions: Dr. Blum, Dr. Buccitelli, Ms. Lear, Dr. Pai, Dr. Smith, Ms. Howard, Ms. Marshall, Ms. Abram, and Dr. Yilmaz.

The Committee met 5 times (3 times in Fall 2016 and 2 times in Spring 2017). All meetings were scheduled based on teaching schedules of members.

Attendance of members:

<u>Voting Members</u>	Attendance
Name and Rank	
Nihal Bayraktar (Assoc. Prof.) Chair	5 out of 5 meetings
Jeremy Blum (Assoc. Prof.)	3 out of 5 meetings
Anthony Buccitelli (Asst. Prof.)	5 out of 5 meetings
Sai Kakaturu (Asst. Prof.)	2 out of 5 meetings
Bernadette Lear (Lib.)	3 out of 5 meetings
Dinesh Pai (Asst. Prof.)	5 out of 5 meetings
Jennifer Smith (Lect.)	4 out of 5 meetings
Karin Sprow-Forté (Lect.)	2 out of 5 meetings
SGA representative: MATTA MASERAY SANNON	1 out of 5 meetings
<u>Non-Voting Ex Officio Members</u>	
Donna Howard – Associate Director of Student Services	3 out of 5 meetings

Anna Wei Marshall – International Student Advisor	4 out of 5 meetings
Marie-Louise Abram, Director; International Programs	2 out of 5 meetings
Guests:	
Senate Liaison – Sabri Yilmaz	5 out of 5 meetings

Charges and Accomplishments for the 2016-2017 academic year

- **Charge I.** Standing Charge: Promote and increase international and intercultural awareness throughout the College community, and review and make recommendations regarding international and intercultural activities

Suggestions and accomplishments:

1. **Increasing share of international students on campus:** The Penn State University has been highly preferred in the international arena, mainly due to its high rankings. Mrs. Marshall made a presentation on the international student population on campus and the activities of the International Student Support Services (ISSS). In the presentation it is stated that the importance of international students has been growing in the US as well as in Penn State. Now 18% of students at Penn State Harrisburg are non-US citizens. China with 475 students has the highest share. India and Korea follow China. On campus, the number of international students increased significantly from 70 students in 2008 to 691 students in 2016. The responsibilities and the workload of the ISSS have been increased tremendously. The documented advising cases increased by 70 percent between 2014 and 2015. It is expected to increase further more in 2016.
2. **Recommendation letter to increase the staff of the ISSS:** In light of this presentation, the members of the IIAC recommended increasing the number of full-time personnel at the ISSS to provide the increasing body of international students with more effective and better services.
 - a. **Justification:** The ISSS is the main group currently advising 690 international students on campus. The number of international students increased from 462 in Fall 2014 to 690 in Fall 2016. Currently 4 staff members share responsibilities in ISSS. Out of which only two members work full time trying to accomplish student advising and other international student activities in a timely manner. Ms. Howard is the Associate Director of the Office of Student Life. She works with international students on a part-time basis. Mrs. Marshall and Mrs. DorcaKisare-Ressler work full time for international student services. Ms. Moynihan works 24 hours a week and organizes trips for international students. The International Student Support Service needs a “designated school official” and another full-time to handle international students’ files and also to accomplish other duties successfully and effectively. As a part of their Strategic Plan, Ms. Howard also indicated that they need more staff to handle the issues of international students efficiently.
 - b. **Letter:** A letter was submitted to the Faculty Senate on November 14, 2016 by Dr. Yilmaz (Senate Liaison). Ms. Donna Howard attended the Faculty Senate meeting on January 17, 2017 to express her opinion on this issue. She received good feedback. See **Appendix A** for the letter.
3. **Introducing international students to U.S. customs, values, and culture:** Ms. Howard suggested that introducing international students to U.S. social norms, values, and culture is very important. But currently, due to resource limitations, this process is almost not catered to. We need more community connections. Currently, we organize picnics and “Fun English Conversation” activities, but only a

limited amount of the University's money can be used for such activities involving community connections. For this purpose, there is "Global Connection" in UP. It is a nonprofit organization affiliated with the University. They collect donations and contributions to finance international activities involving community connections to help international students engage with Americans. Currently, international students visit Harrisburg and shopping areas before the classes start, but such travel activities which may help international students to get familiar with American culture more easily are very limited, especially due to lack of staff or faculty to accompany the students. We can get international students engaged with American students in a social setting. We may need to find a way of organizing social events where American and international students can socialize. The SGA may organize more of such events in the future. International students should overcome the language barrier. The faculty may encourage international students to talk more in the classroom so that they start feeling more confident.

4. **Publishing the survey results of "Global Engagement of Faculty":** During the last academic year (2015-2016), the IIAC conducted a survey study on "Global Engagement of Faculty". Dr. Buccitelli, who was the chair of the committee at that time, has the survey results. The committee discussed on how to present the survey results. It has been suggested that the survey outcomes of "Global Engagement of Faculty" can be publically shared on a website (research studies on international issues; country expertise; teaching experience in foreign countries; spoken languages etc.). Previously, there was a website providing information about Global Engagement activities of the faculty members. It is not available anymore. A similar website can be created to present the new survey results. The members also suggest a system that the faculty members can update their own information on Global Engagement activities. Digital Measures could be used for this purpose.
5. **Possible collaboration with the DEEC:** The Climate Assessment outcomes can also guide the Committee on what can be done on campus to promote and increase international and intercultural awareness. In this regard, a member of the Diversity and Educational Equity Committee (DEEC) may attend the IIAC meetings as well. Alternatively, there might be a joint meeting with the DEEC members once a year.
6. **Some Discrimination Issues in Middletown:** Ms. Lear let the committee members know about an article involving some discriminatory remarks about the international student population of Penn State Harrisburg. Please find Ms. Lear's message in **Appendix D** and the article in **Appendix E**. **From the article, a comment by Lori Shafaye (extracted by Dr. Bayraktar) :** *"My husband has been a full-time faculty and department chair for 31 years at Penn State. The Chinese students that come here and the international students do not have a problem purchasing cars. We don't see a lot of people walking around town, we see them in cars," Shafaye said. "They have wrecks on our streets, they hit people on bicycles, they pull out because they are not paying attention (because) they are on their phones."*
 - a. The committee members have discussed the issue in a meeting. Dr. Bayraktar reported the article to Dr. Bing Ran. Then Dr. Bayraktar received an email message from Dr. Bing Ran, asking the committee to work with the Enrollment Management and Outreach Committee on this issue. This committee had conducted a survey study with the PSH Faculty and Staff living in Middletown to learn about their ideas about the increasing presence of students in Middletown. The survey results were shared at the meeting on February 28 (see **Appendix F**). Dr. Bayraktar and Mrs. Marshall also attended this meeting to discuss the issue of international students.
 - b. In this meeting, the Outreach Committee also invited Mr. BENJAMIN KAPENSTEIN (the President of the Borough of Middletown) to discuss the survey results. The outcomes of this meeting is given in **Appendix G**. The president stated that he had not read the article involving discriminatory comments. But he stated most residents welcome international students. He had not heard any complains about international students.

- c. After the meeting, he submitted a letter to the Middletown Press and Journal to announce that Middletown is a welcoming community for people from different backgrounds; discrimination is not allowed (see **Appendix H** for his letter condemning discrimination).
7. **Invitation of Middletown residents to some international and intercultural activities on campus:** Mr. Benjamin Kapenstein (the President of the Borough of Middletown) had mentioned that some Middletown residents might be interested in attending campus activities. Information on two International Coffee Hour events were shared with the Borough of Middletown: Monday, April 10, South and Southeast Asian Coffee Hour; 3-4:15pm W107, Olmsted; and Monday, April 17, Multicultural Easter Coffee Hour; 3-4:15pm W107, Olmsted.
 8. **Possibility of reintroduction of the Certificate Program in Global Studies:** The Certificate Program in Global Studies may be reintroduced. Dr. Bayraktar talked with Dr. Tolay on the updates. Dr. Tolay suggested that due to the retirement of the program coordinator of the certificate program, it had been shelved. In addition to this issue, 2 of the core courses were not offered any more due to lack of demand from the students. In April 2016, the certificate program was canceled. In 2016, Dr. Juliette Tolay voluntarily worked on the revision of the certificate program. She suggested including core courses from Public Affairs to keep the certificate program alive. Please find her suggested changes in **Appendix M**. She is still willing to work on the reintroduction of the certificate program if there is any administrative support. She believes this certificate program would be very useful for students, but it requires better advertisement.
- **Charge II.** Investigate issues pertaining to the use of preferred names in College and University records for LGBTQA students.

Suggestions and accomplishments:

1. **Work-in progress:** The Committee members suggested that students may enter their preferred names on Canvas or Lionpath. Dr. Blum, who initially suggested this charge to the Faculty Senate during the academic year of 2015-16, kindly agreed to reach out to learn about possible ways of entering preferred names on Canvas or Lionpath. The pronunciation of foreign names can be an issue as well. Dr. Blum reported his findings. He stated that IT managers are aware of the issue and they will be working on it, but they face some technical difficulties. Please see Dr. Blum's note on the issue in **Appendix I**.
- **Charge III.** Investigating methods to more systematically identify and address issues pertaining to intercultural representation on campus

Suggestions and accomplishments:

1. **Attendance of student representatives in IIAC meetings:** Attendance of student representatives in IIAC meetings can be very helpful to understand their concerns and problems. Unfortunately the SGA representative attended only one meeting.
2. **International student surveys:** Mrs. Marshall made a presentation on international students on campus, the activities of the International Student Support Services, the results of the international

survey, and advising data analysis. Going over the outcomes of international student surveys conducted by the ISSS can be useful for the IIAC to understand demands and concerns of international students. Mrs. Marshall presented the outcomes to the committee members. The outcomes show that the ISSS is doing their best with limited resources, but international students need more attention. The survey results are presented in **Appendix J** (prepared by Mrs. Marshall).

3. **Many international and intercultural student activities on campus:** Mrs. Marshall also gave information on international and intercultural student activities on campus in Fall 2016. Currently 50 countries are represented on campus. The Faculty's involvement has been increasing in the international and intercultural events. Maybe we can reach out to the Schools to announce different international and intercultural activities (faculty meetings can be one way of announcing them). Social media sites of Penn State are helpful for engagement of international students.
 - a. In addition to the advising services, the International Student Support Service also runs different successful programs and services, such as new students orientation, faculty and staff training, employment information sessions for international students, student success seminars, Global Ambassador Program, Global Lion Mentor Program, Fun English Conversation, Lunch with an International Flavor, International Coffee Hour, Cultural Celebrations, Thanksgiving Feast, Tax Assistance Program, World Fest, Cooking and Crafts Group, Community Welcome Reception, and International Friendship Program.
 - b. **Faculty's support for international and intercultural events:** We should continue to support for international and intercultural events. Additional help may improve the functioning of international services.
 - c. **"Global Ambassador Program":** The "Global Ambassador Program" is especially important for international students. The program introduces international students to the American culture and gives information about international students' cultures and languages.
 - d. **Faculty and staff's support for international and intercultural events:** Mrs. Marshall shared a link of a video to highlight cultural enrichment programs of 2014-2015, and the feedback of campus community's participation in various programs at Penn State Harrisburg: <https://youtu.be/wJwMGsBnUAQ> (Video courtesy of Calida Gao & Orn Ngarmcroh, Global Ambassadors of Penn State Harrisburg)
 4. **Learning Center and Library support for international students:** On campus there are many academic support services for graduate and undergraduate students. The Learning Center gives writing and speaking services to international students (Janes Smith and Byron Louw, American and Academic Literary Coordinator, attended the meeting on January 31 to explain their services to international students in the Learning Center). The Library hired a new staff specializing on international issues.
- **Charge IV.** Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)

Suggestions and accomplishments:

The end-of-year reports of the IIAC from last 5 years were reviewed by the members to examine the implementation of the suggested changes and recommendations. The members

listed below prepared summary notes for suggested changes and recommendations. Then we discussed each summary in our meetings. The complete comments of the committee can be found in **Appendix K**.

2015-16 report: Dr. Buccitelli

2014-15 report: Ms. Lear

2013-14 report: Dr. Pai

2012-13 report: Dr. Smith

2011-12 report: Dr. Bayraktar

Overall result of the summary reports: We are happy to report that most suggestions reported in the end-of-year reports have been implemented.

Some main suggestions that may be reconsidered again are:

1. From the academic year of 2011-2012:
 - a. **Creation of website for faculty's engagement international research, service, and teaching activities:** Suggest updating a database of our faculty's engagement international research, service, and teaching activities that was created in 2006-2007 academic year. [Committee members' comments: Last year the IIAC members completed a survey study to collect information about the faculty engaging in international research, service, and teaching activities. But the outcomes are not public. Self-reporting setting can be helpful. It was suggested that Chris Weaver from the marketing research and communications may help with this issue. The surveys may be announced or distributed during School Faculty Meetings to increase the participation. The participation rate in the survey study completed last year was 20 percent].
 - b. **Participation in Film Festival:** Organization of "Annual International Film Festival". 2011-12 it was 12th festival. [Committee members' comments: Unfortunately "Annual International Film Festival" has been cancelled due to funding issues. Given that we have a new theater in the SEC building, we may show more movies on the campus. It is suggested that "Center for Holocaust and Jewish Studies" may be interesting in sponsoring some movies. The Development Office may also provide some funds. We can also collaborate with the "Annual Jewish Film Festival" committee in Harrisburg (Dr. Buccitelli has suggested this). They may show some festival movies on the campus.]
2. From the academic year of 2013-2014:
 - a. **Faculty training to support our LGBTQ community:** Facilitate a faculty forum on this issue as a means to learn from one another, exchange ideas on the issue, and show support for our LGBTQ community. [The committee has suggested that the series of faculty training completed in last years. Maybe we can do the same for students]
3. From 2012-13 report:
 - a. **Internalization of curriculum:** Assist faculty in infusing internationalization into their courses and programs. [The Committee's Comment: Some workshops can be helpful]

4. From 2014-15 report:

- a. **List of scholarships on faculty internationalization:** Develop a bibliography of relevant scholarship on faculty internationalization in institutions of higher education. These works could be read and considered by committee members or other faculty who are interested to support and expand internationalization efforts at Penn State Harrisburg. **[The Committee's Comment: Still work-in-progress. This can be recommended for next year.]**
- b. **Rewarding and/or acknowledging faculty activities involving international activities:** Create a system to acknowledge and reward faculty activities related to international students during the annual review (e.g., a new entry on the form). **[The Committee's Comment: Such an item can be included in Digital Measures].**
- c. **Presentation of global engagement of faculty:** Penn State Harrisburg should investigate a streamlined interface to allow faculty to update their own biographical information on the College's website. This interface should include questions or sections that concern global interests, background or engagement in research, service, and teaching. Doing so could replace or supplement a survey process. **[Comment: Work in progress]**
- d. **Collaboration with the DEEC:** The Faculty Senate should consider creating a non-voting ex-officio seat on the IIAC for a representative, preferably the chair, from the Chancellor's Diversity and Educational Equity Committee (DEEC). The members feel that this would contribute to increased collaboration between these two key bodies tasked with the discussion of issues pertaining to diversity, intercultural awareness, and the international student experience at Penn State Harrisburg. **[The Committee's Comment: A member of DEEC can attend one of the IIAC meetings to give updates about their findings, but it is not needed them to attend each IIAC meeting. This can be a suggested charge for next year]**

5. From 2015-16 report:

- a. **List of fellowships or grants to do research abroad:** Working with library faculty, create a resource guide for faculty interested in obtaining fellowships or grants to do research abroad. **[The Committee's Comment: This can be suggested again.]**
- b. **Training programs that can provide faculty with a grounding in intercultural communication and sensitivity:** The College should investigate the possibility of creating or inviting training programs that can provide faculty with a grounding in intercultural communication and sensitivity that will serve them in teaching and research abroad, as well as interacting with international students on campus. **[The Committee's Comment: This was initially suggested by Ms. Abram. This can be suggested again. It requires involvement of faculty members].**
- c. **Global Studies Certificate Program:** Coordinate with Undergraduate Studies and Undergraduate Student Advisors in each school to assist in promoting enrollment in Global Studies Certificate Program. **[The Committee's Comment: The program was cancelled last year, but Dr. Tolay had been working on the revision of the program. She can continue working on that if there is administrative support.]**
- d. **Collaboration with the DEEC:** The Faculty Senate should consider creating a non-voting ex-officio seat on the IIAC for a representative, preferably the chair, from the Chancellor's Diversity and Educational Equity Committee (DEEC). The members feel that this would contribute to increased collaboration between these two key bodies tasked with the discussion of issues pertaining to diversity, intercultural awareness, and the international student

experience at Penn State Harrisburg. /// The Faculty Senate should consider ways to increase formal structures for collaboration between the DEEC, the IIAC and the offices of International Support Services, International Programs, Campus Life and Intercultural Affairs. **[The Committee's Comment: Different committees working on international and intercultural affairs may meet together once a year. A representative from DEEC may become a member of the IIAC.]**

- **Charge V.** Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

Suggestions and accomplishments:

1. **The IIAC is important:** The Committee members believe that this committee is important because the number of international students has been increasing tremendously in recent years. The members believe that the duties of the committee are defined well in the constitution (**Appendix L**). The Committee suggests student representatives to attend the meetings more regularly. A member of the DEEC may attend the IIAC meetings as well. The attendance of representatives of international and intercultural student services is essential.

Possible New Charges for next Academic Year.

1. Learning more about the attitudes of PSH faculty and staff towards international and minority students.
2. Online presentation of the survey study results of Global Engagement of Faculty. Dr. Buccitelli (the chairperson of the Committee in the last academic year) has the results.
3. Investigation of the possibility of reintroduction of the "Certificate Program in Global Studies"
4. Investigation of possible ways of collaboration with the DEEC.
5. Investigation of possible collaboration with the committee of the Harrisburg Jewish Film festival. They may show some movies on campus. <http://www.hbgiff.com/films-2/> Dr. Buccitelli may be helpful on this issue.
6. Suggestions on new ways of appreciating and promoting diversity on campus.
7. Evaluation of international student survey results from Fall 2017. Mrs. Marshall's presentations on international students are very useful.
8. Investigation of ways to make more student representatives to attend the IIAC meetings, especially international and minority students

Appendix A

The following tables and figures present data information on advising by the International Students Services from 2014 to 2015 and also from 2015 to 2016. The number of all advising activities increased tremendously in last 2 years. [Note by Dr. Bayraktar, Chair of IIAC].

APPENDIX A - Recommendation Letter to increase the number of full-time personnel at the International Student Support Services (ISSS)

From: Dr. NihalBayraktar, Chair of the IIAC

To: Dr. Bing Ran, President of the Faculty Senate at Penn State Harrisburg

Date: November 14, 2016

Subject: Recommendation to increase the number of full-time personnel at the International Student Support Services (ISSS)

Dear Dr. Ran,

The International Student Support Services (ISSS) is the main group currently advising 690 international students on campus. The number of international students increased from 462 in Fall 2014 to 690 in Fall 2016 (see charts in Appendix A). The number of advising activities increased enormously with this increasing number of international students (see charts in Appendix A). The members of the IIAC recommend increasing the number of full-time personnel at the ISSS to provide the increasing body of international students with more effective and better services. Currently there are only two full time employees trying to accomplish all activities (advising and other international student activities) in a timely manner. Ms. Donna Howard suggests “it would be beneficial **to have the current part time programming position become a full time position** that would free up time for Anna [Mrs. Marshall] to help devote to advising students. **One additional full time adviser** would be great to have.” And “Additionally, ... **at least one full time adviser at the Penn State Harrisburg location should have the designation of DSO** (Designated School Official) which will allow that individual to sign DHS documents and we [ISSS] would be able to better, more efficiently serve our students.”

The attached justification report, tables, and figures have been prepared by Mrs. Anna Marshall and discussed in the IIAC meeting held on November 2, 2016. This issue has been also discussed during our committee meetings on September 12 and October 10. Please note that the justification report has been prepared based on the revised strategic plan of the ISSS (Ms. Donna Howard has been working on the plan).

Please let us know if you have any questions or comments.

Yours truly,

Dr. NihalBayraktar, Chair of the IACC

Advising to International Students 2014 to 2015 (Data Analysis)

Office of International Student Support Services

Penn State Harrisburg

Concerns (Advising to Students)	Occurrences (Advising Concerns)	Percent of Total	Formats	Occurrences (formats)
Travel Signature	353	20%	In Person	1,350
Driver License	238	14%	Letter Request	301
Health Insurance	176	10%	Email	300
Visa Regulations	134	8%	Phone	57
I-20 Question	82	5%	Online Form	8
			Facebook/Wechat	3
Academics	67			2,019
Document Check-in	62			
Social Security Letter (License)	60			
Employment (OPT)	60			
Invitation Letter	50			
Accommodations	48		Advising to	
Orientation	44		Students	1,671
Employment (Campus Job)	40		Faculty and Staff	38
Tuition Payment	40			1,709
State ID	38			
Employment (CPT)	36			
I-9 Completion	25			
Admissions	21		Advisers	Occurrences
Pick up From Airport or Amtrak	21		Donna Howard	166
Housing	19		Anna Marshall	1,546
Arrival	15			1,712
Reinstatement	12			
Social Security Letter (State ID)	10			
Transfer School	10			
Social Security Letter (Job)	11			
Programs	9			
Financial	7			
Prospective Student	7			
Status Change	7			
Extension	5			
I-94	5			
Address	4			
Banking	4		Updated by	Anna Marshall
Immunization	4		Edited on	7/1/2015
Reenrollment	4			
SEVIS transfer	4			
Transportation	4			
Recommendation Letters	3			
Clubs and Organization	2			
Contact Info	2			
Medical Help	1			
	1,744			

Advising to International Students 2015 to 2016 (Data Analysis)

Office of International Student Support Services
Penn State Harrisburg

Concerns (Advising to Students)	Occurrences (concerns)	Percent of Total
1 Visa Regulations	467	16%
2 Health Insurance	269	9%
3 Driver License Request	247	8%
4 Social Security Letter (License)	224	8%
5 I-20 Question	203	7%
6 Academics	150	5%
7 Accommodations	121	4%
8 Travel Signature	111	4%
9 Employment (OPT)	89	3%
10 Prospective Students	84	3%
11 Employment (CPT)	80	
12 Programs	66	
13 Social Security Letter (Job)	65	
14 Orientation	62	
15 Admissions	57	
16 Employment (Campus Job)	53	
17 Document Check-in	47	
18 Address	45	
19 Personal Concern	40	
20 Letter to Verify Student Status	39	
21 Financial	36	
22 Status Change	36	
23 I-9	34	
24 SEVIS	32	
25 Change of School	24	
26 State ID Request	23	
27 Housing	18	
28 Immunization	18	
29 Pick up from Airport or Amtrak Station	18	
30 Social Security Letter (State ID)	18	
31 Transportations	18	
32 Tuition Payment Question	18	
33 Community Resources	13	
34 Deferment	12	
35 Tax	12	
36 Other	11	
37 Schedule Classes	11	
38 Web Page Access	10	
39 Banking	9	
40 Extension	8	
41 Invitation	8	
42 Reenrollment	8	
43 Transcript	8	
44 Communication	7	
45 Stem Extension	6	
46 Clubs and Organizations	5	
47 Reinstatement	5	
48 Letter for F2	5	
49 Change of Major	4	
50 Change of Level	3	
51 Medical Help	3	
52 Recommendation Letter	3	
53 Reduce Course Load	2	
54 DS-2019 Help	1	
Total	2,966	

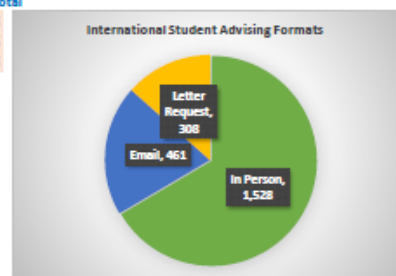
Documented Advising Concerns 2015-2016	2,966
Documented Advising Concerns 2014-2015	1,744
Percent Increase	70%

Advising to Students	1,985
Faculty and Staff	42
Total	2,027

New International Student of FALL 2015 Orientation Survey (Statistics credit of Anna Marshall)	
45 out of 200 (22%) new international students did the survey	
Excellent	67%
Good	33%
Top 3 Challenges new international students perceive	
Academic Adjustment; Getting Involved; and Language Barriers	
Top 3 chosen Programs that will help students to adjust	
Cultural Enrichment Program (Festival celebrations; Intl lunch)	
Student Success Seminars	
Global Lion Program	

Updated by Anna Marshall
Edited on 6/28/2016

Advising Formats	Occurrences (formats)	Percent of Total
In Person	1,528	63%
Email	461	19%
Letter Request	308	13%
Phone	67	
Online Form	48	
Facebook	18	
WeChat	10	
Total	2,440	



Advisers	to Students	to Faculty/S	Total	Percent of Total
Donna Howard	183	7	190	9%
Anna Marshall	1,505	36	1,541	76%
Dorcas Kisare-Ressler	25	25	50	1%
Wendy Moynihan	283	1	284	14%
Total	1,996	44	2,040	

Global Lion Mentor Program 2015-2016 (Statistics credit of Wendy Moynihan)

FA 2015 mentors	37 returning, trained 22	59 mentors
SP 2016 mentors	26 returning, trained 34	60 mentors
2015-2016 mentees		110 mentees
GLM Program Meetings/Trainings/Ceremony		7

Fun English Conversation 2015-2016 (Statistics credit of Wendy Moynihan)

12 Sessions (2015-2016)	Typically 5 volunteers and 15 students each session
Ave. attendance of each	20

Trips of 2015-2016 (Statistics credit of Wendy Moynihan)

SAF Funded Trips	10
ISSS Funded Trips	5
Shopping Trips (11 trips)	7
Bombay Bazaar	4
Asia Mall	4
Total occurrence	26

Intl' Student Population and Intercultural Competence Training Workshop

(Statistics credit of Anna Marshall)	Occurrence
FA 2015	5
SP 2016	3
Total	8

2015-2016 Feedback for Intl Student Immigration of Advising (Statistics credit of Dorcas Kisare-Ressler)

23 out of 490 (5%) international students (on F1 status) provided the survey
All 23 has requested immigration documents from DISSA in University Park

Top 5 Requests	Travel Signature
	Reduce Course Load
	Work Authorization CPT & OPT
	Extension of Program
	SEVIS Transfer

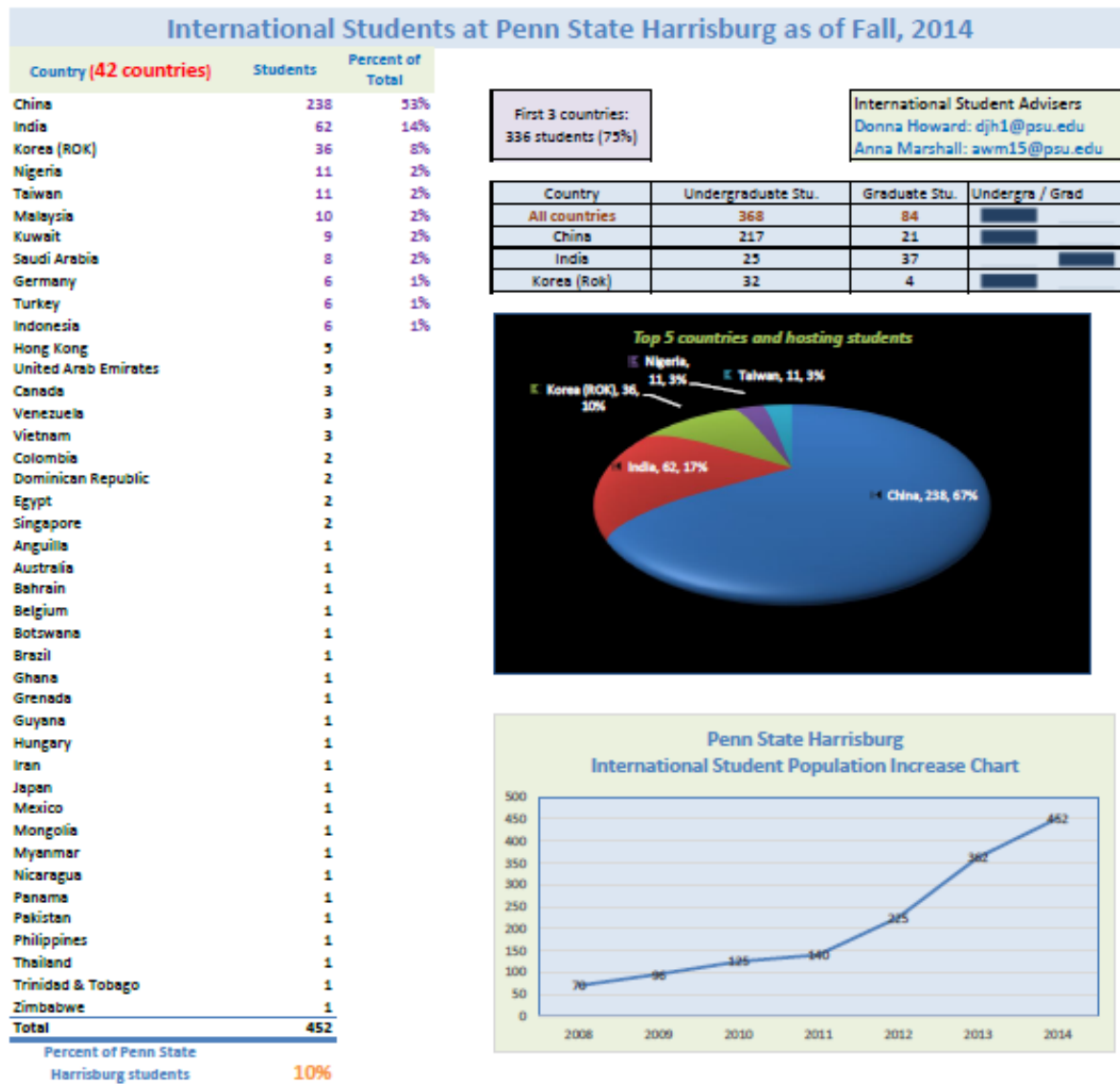
Global Ambassador Program 2015-2016 (Statistics credit of Anna Marshall)

Global Ambassadors from 20 countries	33
Occurrences Ave. attendance of each occurrence	
GA Program Meetings/Trainings/Ceremony	16 28
Cultural Enrichment Program (Coffee Hour/Lunch/Festivals)	40 55-350
Visa Regulations on Jobs for F1 Students	6 15
Student Success Seminars	6 15
Coordinate college students visit and presentation to visitors	4 24
Alumni and International Student Mixer	2 35
Cooking and Crafts	3 35
Global Speakers Program	1 30
Panel Discussion	3 40
Videos created to highlight student success & programs	4

Community Connections Program		Volunteers involved
Community Welcome Picnic		55
Fun English Conversation		5
Artists and volunteers for various Cultural Enrichment Activities		75
Holiday Hosting		Volunteers involved
AIACPA hosted students for Diwali Celebration		15
Living Water Community Church weekly van service; apple picking; thanksgiving hosting		12
Chinese community picnic or new year hosting		15
Total Volunteers Involved		177

Appendix B

The following tables and figures present data information on International Student Population Overview in Fall 2014, Fall 2015, and Fall 2016. The number of international students increased from 452 to 690. [Note by Dr. Bayraktar, Chair of IIAC].



Year	International Students	Increase from previous year
2008	70	
2009	96	24 (37%)
2010	125	29 (30%)
2011	140	15 (12%)
2012	225	85 (61%)
2013	362	137 (61%)
2014	452	90 (25%)

Programs and Services

International Student Support Office

E131, Olmsted 717-948-6273

New Student Orientation

Faculty and Staff Cultural Awareness Training

Student Success Seminars

Global Lion Connections

Global Ambassador Program

International Coffee Hour

Fun English Conversation

Thanksgiving Feast

World Fest

International Friendship Program

Personalized Advising

Employment Information Sessions

Various Letter Request Services

Global Lion Mentor Program

Lunch with an International Flavor

Cultural Celebrations

Tax Assistance Program

Cooking and Craft Group

Community Welcome Reception

Prepared by: Anna Wei Marshall; awm15@psu.edu
 Edited on: 10/14/2014

International Students at Penn State Harrisburg as of Fall, 2015

Country (45 countries)	Students	Percent of Total
China	250	51%
India	79	16%
Korea (ROK)	32	7%
Malaysia	14	3%
Saudi Arabia	12	2%
Indonesia	10	2%
Kuwait	9	2%
Nigeria	9	2%
Taiwan	9	2%
Germany	7	1%
United Arab Emirates	5	
Colombia	4	
Pakistan	4	
Turkey	4	
Brazil	3	
Vietnam	3	
Bangladesh	2	
Canada	2	
Hungary	2	
Japan	2	
Philippines	2	
Singapore	2	
United Kingdom	2	
Argentina	1	
Bahrain	1	
Belgium	1	
Chad	1	
Chile	1	
Costa Rica	1	
Dominican Republic	1	
Ecuador	1	
Egypt	1	
Ghana	1	
Grenada	1	
Guyana	1	
Hong Kong	1	
Iran	1	
Mexico	1	
Mongolia	1	
Myanmar	1	
Panama	1	
South Africa	1	
Sri Lanka	1	
Thailand	1	
Venezuela	1	
Total	490	

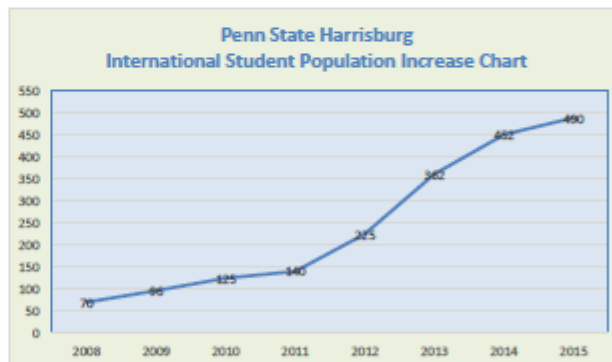
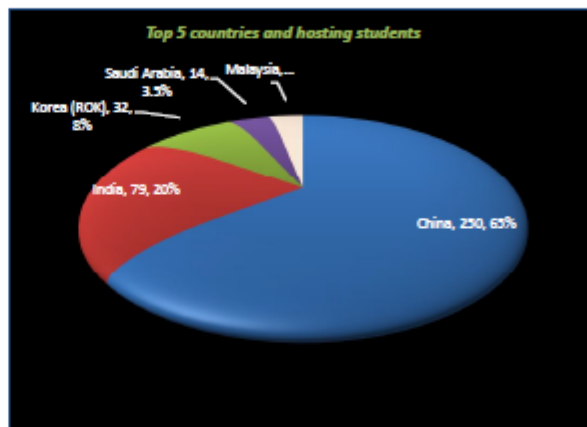
Percent of Penn State
Harrisburg students

10%

First 3 countries:
361 students (73%)

International Student Advisers
Donna Howard: djh1@psu.edu
Anna Marshall: awm15@psu.edu
Dorcas Kisare-Ressler: dvk10@psu.edu

	Undergraduate	Graduate
All countries	385	105
China	226	24
India	32	47
Korea (ROK)	29	3



Year	International Students /	Freshman/ new grad/transfer	Increase from previous year
2008	70		
2009	96		24 (37%)
2010	125		29 (30%)
2011	140		15 (12%)
2012	225		85 (61%)
2013	362		137 (61%)
2014	452		90 (25%)
2015	490	133/43/	38 (8%)

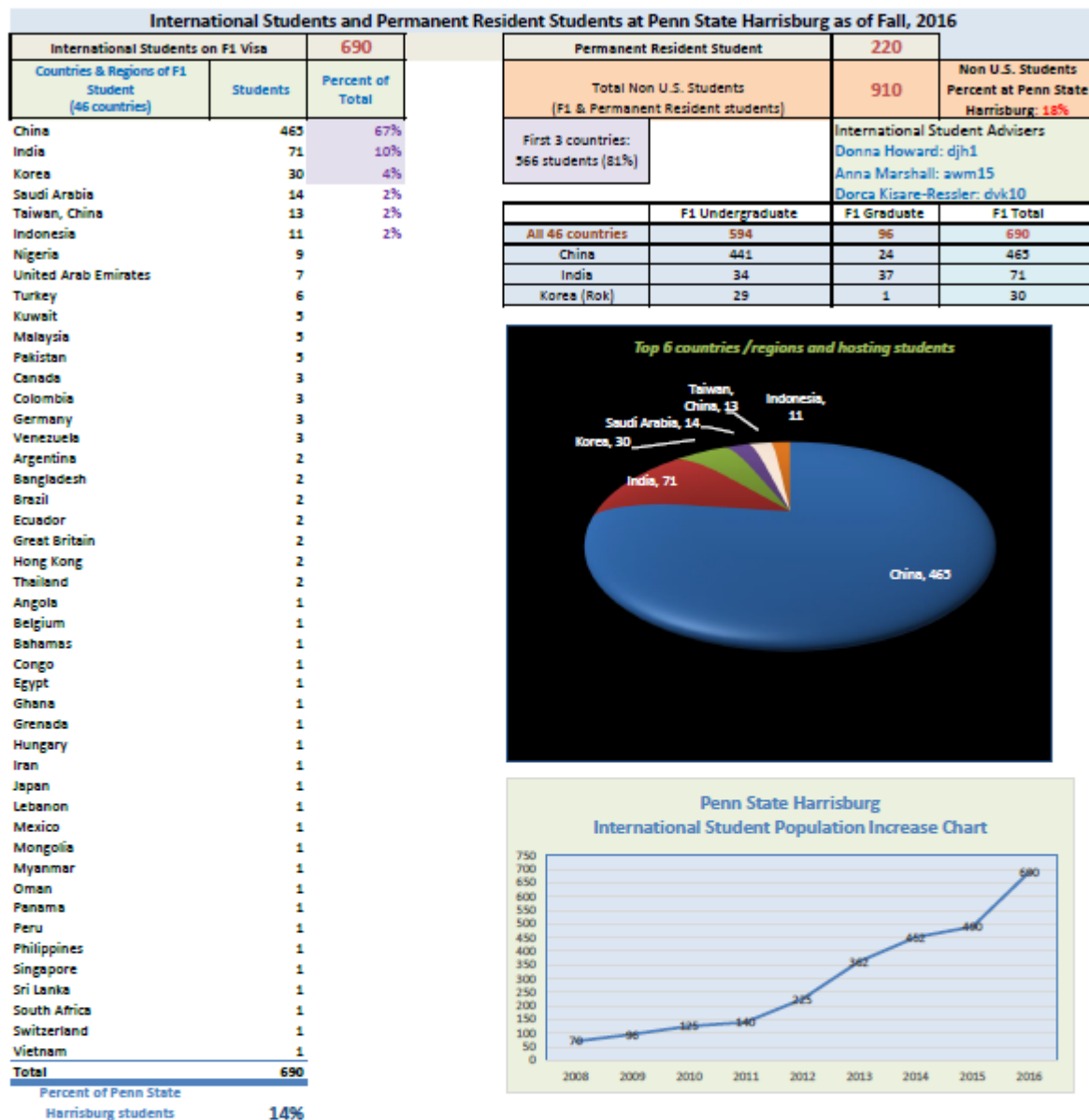
Programs and Services International Student Support Services (ISSS)

E131, Olmsted 717-948-6273

New Student Orientation
Faculty and Staff Cultural Awareness Training
Student Success Seminars
Global Ambassador Program
International Coffee Hour
Fun English Conversation
Global Speakers Program
Thanksgiving Feast
World Fest
International Friendship Program

Personalized Advising
Employment Information Sessions
Various Letter Request Services
Global Lion Mentor Program
Lunch with an International Flavor
Cultural Celebrations
Alumni & International Student Mixer
Tax Assistance Program
Cooking and Craft Group
Community Welcome Reception

Prepared by: Anna Wei Marshall; awm15@psu.edu
Edited on: 9/14/2015



Programs and Services			
International Student Support Services (ISSS)			
SEC 112, 717-948-6273			
Year	International Students on F1 Status	Number increase from previous year	Percent increase from previous year
2008	70		
2009	96	24	36%
2010	125	29	30%
2011	140	15	12%
2012	225	85	61%
2013	362	137	61%
2014	452	90	25%
2015	490	28	6%
2016	690	200	41%

New Student Orientation Faculty and Staff Cultural Awareness Training Student Success Seminars Global Ambassador Program International Coffee Hour Fun English Conversation Global Speakers Program Thanksgiving Lunch World Fest International Friendship Program	Personalized Advising Employment Information Sessions Various Letter Request Services Global Lion Mentor Program Lunch with an International Flavor Cultural Celebrations Alumni & International Student Mixer Tax Assistance Program Cooking and Craft Group Community Welcome Reception
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Prepared by: Anna Wei Marshall; swm15@psu.edu
 Edited on: 10/18/2016

Appendix D – Ms. Lear’s message on an article with discriminatory remarks

Hi there Nihal, Ozge, Donna, and Anna --

In case you haven't seen it, I wanted to bring your attention to an article in this week's edition of the Middletown Press and Journal. Here is the link:

<http://pressandjournal.com/newsx/breaking-news/7353-historic-bed-and-breakfast-might-become-sushi-eatery-leader-of-historical-commission-and-some-residents-arent-pleased>

I think it's important to read, given what it reveals about perceptions of Penn State and international students in Middletown. As a Middletown resident, I myself am not sure that the Smuller House is a good property for a restaurant. I've been inside of it (it's been on several historic house tours), and like many 19th-century residential properties, it doesn't seem set up for something like that. However, I was even more troubled by the inflammatory comments made by some of the Historical Commission members. It goes to show that Penn State might have some outreach to do, both among our faculty and in the community.

Respectfully,

Bernadette

APPENDIX E – Article published in Middletown Press Journal on December 27, 2016 involving discriminatory remarks.

(the article has been removed from the website)

HISTORIC BED-AND-BREAKFAST MIGHT BECOME SUSHI EATERY; LEADER OF HISTORICAL COMMISSION AND SOME RESIDENTS AREN'T PLEASED

Published Date Tuesday, 27 December 2016 17:29 Written by Dan Miller



Press And Journal Photos by Dan Miller -- A recent Penn State Harrisburg graduate has purchased the Smaller House Bed & Breakfast at 460 N. Union St. in Middletown and plans to turn the property into an Asian restaurant. New owner Howard Dong hopes to preserve the gazebo and the backyard as it is, but says that will mean having to get a variance from the borough's zoning hearing board to get relief from borough parking requirements.

A Penn State Harrisburg graduate from China hopes to open an Asian restaurant in what is now the Smaller House Bed & Breakfast at 460 N. Union St. in Middletown.

Howard Dong said that his business — known as the He Group, which means "harmony" in Chinese, Dong

said — settled on purchasing the property Friday, Dec. 16, Dong told the Middletown Historical Restoration Commission during a public meeting on Wednesday, Dec. 21.



Howard Dong (right) presents his plan for an Asian restaurant in the Smoller House Bed & Breakfast to the audience attending a Dec. 21 meeting of the Middletown Historical Restoration Commission. At left is borough codes and zoning officer Robert Moyer.

The restaurant has been referred to as a sushi restaurant. However, Dong in an email to the Press And Journal described the eatery as "authentic Asian plus Americana specialty food."

Commission Chairwoman Jenny Miller called the special meeting out of concerns regarding how the restaurant proposal could impact the historical integrity of the property, which Miller said was built in 1835.

"What we need to do is to try and preserve that building," Miller said during the meeting. "It has a huge, huge, history to it."

It was not clear from the meeting what, if anything, the commission can do to prevent Dong from carrying out his plan.

However, the commission — created by ordinance in 1989 — does have "the power to promote the preservation of historic sites, landmarks, and other property of an historical or antiquarian nature associated with the history of the Borough of Middletown," according to the borough website.

At the same time, the property is located in a commercial zone where a restaurant is a use allowed by right, said borough codes officer Robert Moyer, who also attended the meeting.

Dong said that he and Moyer had met several times on the proposal over the last two months. However, no permits have yet been applied for and nothing has been approved, Moyer told the commission.

Preserving history

Dong said repeatedly that he wants to preserve the historical integrity of the building.

He acknowledged that the company's initial plan was to tear out the gazebo in the backyard in order to pave it to meet borough requirements for off-street parking.

But since then the plan has been revised to leave the gazebo and the backyard as it is — if the business can get a variance from the parking requirements from the borough's zoning hearing board.

"What we are trying to do right now is trying to gather support to having a variance, so we don't need to

change the backyard," Dong said.

He indicated that any changes to the interior of the building would be minimal as far as food preparation because of the bed-and-breakfast already being there. The business plans to buy a stove small enough to fit on a counter instead of purchasing "a big stove and knocking down the wall. We aren't doing that."

The restaurant would be open from 10 a.m. to 9:30 or 10 p.m. There would be seating for up to 65 people inside and Dong expects that the restaurant could serve up to 100 customers or more a day. Once fully operational, the restaurant would have 10 employees.

He expects much of the business would be takeout and that many of the customers would be Penn State Harrisburg students. The business will not be applying for any kind of alcohol license from the Pennsylvania Liquor Control Board, Dong said.

Getting acclimated to U.S.

Dong described himself as a software engineer in China who came to Penn State Harrisburg in January 2012 as a graduate student to pursue a degree in public administration. He graduated with the degree from Penn State Harrisburg in December 2013.

He referred to his own experience as an international student in describing how challenging the transition to living here can be. Things that everyone else takes for granted living in Middletown can be a total mystery.

"I didn't know what the 'Giant' meant," he said. "After a couple of visits I realized it meant a grocery store."

The restaurant could help provide international students with a place in Middletown where they feel they belong, and in doing so, lead more of them to stay here after they graduate, he told the commission.

"The situation here in Middletown is people come, study, live and go. Why don't I do something to change this situation — come, study, live and stay?" Dong said. "We all love this place. We all love the historical part but we have to do something to bring the history together and carry it forward by what we are doing, what we are offering to the students."

"This community here is no longer just a historical community. It's also a community with historical parts merged together with the international part," Dong added.

However it was obvious from their questions and remarks that several members of the commission have significant reservations about the proposal.

Rachelle Reid, a former borough councillor, asked that Dong consider allowing the building on North Union Street to remain a bed-and-breakfast — and instead open a restaurant in one of the new spaces being added to the Westport Centre shopping center on West Main Street.

"You would get a lot more traffic on (Route) 230 for a restaurant than you would in that section of 441. Not too many people are looking for a restaurant in that area," Reid said.

Parking issues?

Another commission member, Lori Shafays, repeatedly told Dong that he should put the restaurant in one of the many "empty business buildings" located throughout the town.

Lori Shafays



"I just find it interesting that you would want a historic building to do a sushi restaurant when there is no parking," she said. "I live one block away and we have enough problems with parking and you are just going to add to it."

She disagreed with Dong's statement that most of the international students who would come to the restaurant would walk there because they don't have cars.

"My husband has been a full-time faculty and department chair for 31 years at Penn State. The Chinese students that come here and the international students do not have a problem purchasing cars. We don't see a lot of people walking around town, we see them in cars," Shafaye said. "They have wrecks on our streets, they hit people on bicycles, they pull out because they are not paying attention (because) they are on their phones."

The borough allowing Dong to open the restaurant in the bed-and-breakfast will add to the tension that already exists between the community and the expanding Penn State student population, Shafaye added.

"I will put my house on the market, too, and I think anybody else sitting in this room that owns a historical home will be selling their home because we have a problem already with traffic in this town because of the student population," she said. "The students here don't give a rat's ass about the residents. I'm tired of the trash in my yard, I'm tired of the speeding, I'm tired of the loud music. So what you are saying is that the international students have no place to go, they have no cars, they are walking and all of that. I don't buy any of that because I live here and I know other people in the audience do."

Among borough residents attending the meeting, Leslie Olivier who owns a property in the 400 block of North Union Street, said while "it is wonderful you are doing an Asian restaurant, good for you, I do not think it should be there. The house is not made for a restaurant and the parking is awful."

Some support

But Dong's proposal received enthusiastic support from another resident, John Zlate, who said he was also representing the historic Saint Peter's Church property across the street from the bed-and-breakfast.

"It is very exciting to have a new restaurant in town. I think it's very exciting to have a sushi restaurant because this will be totally different," Zlate said. "I live up here near the student housing. There are an awful lot of Asian folks that live up there who do walk and I think it would be great."

The parking issue would be largely solved if the borough would paint and stripe the streets so that vehicles cannot take up more than one space, as they do now, he said.

"We don't really even know how much parking we have. If you don't know what you have, then how do you know what you are going to need?" Zlate said.

Zlate also suggested that Dong reach out to the Hetrick Center next door to see if an arrangement could be made by which the restaurant could use some of the parking spaces in the center lot during periods when they are not in use by the center, such as on Sundays.

Dong was also welcomed by one of the two borough councilors at the meeting, Diana McGlone. Councilor Dawn Knoll was also present and live-streaming the meeting on the Internet through her cellphone.

"The purpose of tonight's meeting was for you to come and present your ideas and to get some feedback of how we can work collaboratively with the commission to make sure that the historical integrity of the property is preserved," McGlone said. "I think it is great that you are willing to make an investment of this nature in this town and add to the restaurants that we have here. It is your choosing where you want to place your business. I like sushi, so I'll be there."

APPENDIX F – Main results of the survey conducted by the Enrollment Management and Outreach Committee with the PSH Faculty and Staff living in Middletown to learn about their ideas about the increasing presence of students in Middletown. The survey results were shared at the meeting held on February 28, 2017.

A) Positive Perceptions about Penn State Harrisburg

- Is good for the economy as a major economic contributor to the local economy
- Offers cultural & educational opportunities

B) Negative Perceptions:

1. Traffic

- Concerns about traffic congestion
- Concerns about lack of parking, speeding and careless/reckless or drunk driving causing potential harm to pedestrians
- Students (especially international students) do not understand & respect traffic, pedestrian and bicycle laws

2. Partying

- Students are disrespectful, create trouble with partying
- Students are bothersome, loud in residential areas, potential for trouble
- Partying causes decrease in property value for those near campus

C) Suggestions:

- 1) Work together to remedy a few salient problems with signs, speed bumps, and parking prohibitions
- 2) Make students aware of PA littering laws and noise ordinances
- 3) Positive Student Participation in Middletown Life
 - Encourage student groups to work with local groups on community service programs
 - ✓ Encourage student volunteerism as a positive form of participation or organize more clean ups, food bank participation, holiday decoration
 - ✓ Partnership of groups – student clubs and Middletown organizations – with overlapping interests. This partnership might take the form of “a community garden, or a peace garden, for example.”
- 4) Hosting Events Meaningful to the Local Community
- 5) Use Middletown Communications and Forums to Reach Middletown Residents
 - Several respondents urged PSH to make use of local radio, Social Media, and Town Hall meetings.
- 6) Make Penn State Harrisburg a fun place to visit
 - ✓ “Advertising sporting events”
 - ✓ “Hold events that can bring residents to campus”

- ✓ “Make PSH a place to go to see performances, hear speakers, and do the usual things that other campuses seem to offer”
 - ✓ “Hold festivals that feature craft vendors, food, and other events (with a celebratory atmosphere like we recently had for the 50th Anniversary We Are Weekend that brought alumni to campus)”
- 7) Many residents do not know about the opportunity to access to PSH library, pool, events, etc. These can be announced and advertised.

APPENDIX G – Outcomes of the meeting with Mr. BENJAMIN KAPENSTEIN (the President of the Borough of Middletown)

On February 28, the Enrollment Management and Outreach Committee invited Mr. BENJAMIN KAPENSTEIN (the President of the Borough of Middletown) to discuss the survey results. Dr. Bayraktar and Mrs. Marshall also attended this meeting to discuss the issue of international students.

<http://www.middletownborough.com/council/>

Here are the main outcomes related to international students:

1. The president stated that he hadn’t read the article involving discriminatory comments. The article was shared with him. He is planning to publish a statement saying that Middletown is a welcoming community for people from different backgrounds; discrimination is not allowed.
2. The president stated that he was not aware of any specific problems about international students. He believes that some problems, such as traffic issues, are normal and can be solved overtime.
3. The president believes that the higher number of students in Middletown is good for the area both economically and culturally.
4. Some international student activities (for example, international coffee hours) can be important for outreach and connect with the Middletown community. This way the Middletown residents may know better about our international students.
5. Student representatives and faculty representatives may attend the meetings of the Borough of Middletown.
6. He thinks there should be more options for students in Middletown. A café can be a good gathering place for students and residents.

APPENDIX H – Letter by Mr. BENJAMIN KAPENSTEIN (the President of the Borough of Middletown) condemning discrimination in Middletown community

A Loud Few Don't Speak For All

I hear all of the time about how Middletown needs to accept Penn State Harrisburg and its students as a part of our community. Many people, including myself, believe it will play a big part in determining the future trajectory of this town. Having a University with the reputation of Penn State directly in our backyard is an advantage that many neighboring towns envy. The University has students from all different cultures and walks of life that bring new and innovative ideas to our area. They come because they're looking for a top level education while experiencing small town college life. These students will be the leaders of tomorrow and play a key role in the future success of our community and nation as a whole.

The reason for my editorial is to express my opinion loudly and clearly that I do not and will not tolerate any hate or discrimination of these students that are living and frequenting our community. I have now received multiple complaints about the general perception of international students by our residents. I will not name names and will not specifically mention what I've heard, but instead will say that all residents need to be accepting of other ethnicities and religions in our community. Having new ideas and new cultural beliefs flowing through our town is something that we should be proud of, not speak out against.

I for one, would like to welcome all students, regardless of their gender, race, religious beliefs, or sexual orientation. Let it be understood that discrimination of any type has no place in Middletown.

APPENDIX I – Note from Dr. Blum on Charge 2 (Investigate issues pertaining to the use of preferred names in College and University records for LGBTQA students.)

Update from Deb Simpson, the IT manager in charge of LionPath:

"There is a preferred name type in LionPATH that is used by the LGBTQA office to add preferred names for students in the process of gender transition. Additionally, as outlined in AD84, the preferred name may also be used in other cases where there is a "significant reason" to utilize a name that differs from the legal name.

"The issue we face in LionPATH is the display of the preferred name type in all appropriate locations within LionPATH and those external systems that utilize LionPATH data, such as Canvas and Starfish.

"The display issue is multi-faceted and my team, Campus Community, is actively working on several fronts to provide data to LionPATH leadership to inform a decision on how to address the issue within LionPATH and other systems (to the extent that they use data from LionPATH to display to their users), specifically:

- identifying locations within the LionPATH system where preferred name is and is not displayed

Oracle (developer of PeopleSoft) has started to address some areas for display of student name, but not in all locations and they have not addressed preferred name display for faculty. Many universities have resorted to adding customizations to their instances of PeopleSoft; this is where Penn State is headed.

- identifying interfaces with units, such as CANVAS, Starfish, and the Library, that include the "legal name" data element and updating to include "preferred name," if populated

- elevating the discussion to the LionPATH Steering and Executive Committees to describe the scope--where preferred name is displaying, where it is not, and recommendations on customizations to display in locations where it is not displayed currently--for purpose of seeking approval to move ahead with customizations.

- working to identify a unit, similar to LGBTQA office, that would be responsible for vetting requests by students and/or faculty who want to add a preferred name type for reasons other than gender transition.

"Some areas can be addressed relatively quickly (interfaces)--the Starfish interface has already been updated; however, other areas will take time to change, such as display of faculty name within the class roster."

APPENDIX J – Results of New International Student Survey results from Fall 2016
(presented by Mrs. Marshall)

New International Student Survey

<ul style="list-style-type: none">• 10% (34 out of 340) of the new international undergraduate students took the survey• Overall Feedback of the orientation<ul style="list-style-type: none">• 63% Excellent• 37% Good	<ul style="list-style-type: none">• 35% (15 out of 42) of the new international graduate students took the survey• Overall Feedback of the orientation<ul style="list-style-type: none">• 54% Excellent• 46% Good
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5 top challenges that a new international undergraduate student perceive at Penn State Harrisburg

- Getting Involved
- Language barriers
- Time Management
- Academic Adjustment
- Homesickness

5 top challenges that a new international graduate student perceive at Penn State Harrisburg

- Academic Adjustment
- Time Management
- Finance
- Language barriers
- Homesickness

5 top Programs that new international undergraduate students perceive that may help them adjust to Penn State Harrisburg, both academically and socially

- Festival Celebrations (i.e. Diwali, Mid-Autumn and Thanksgiving)
- Global Lion Mentor Program
- Fun English Conversation
- Lunch with an International Flavor
- International Coffee Hour

5 top Programs that new international graduate students perceive that may help them adjust to Penn State Harrisburg, both academically and socially

- **Festival Celebrations (i.e. Diwali, Mid-Autumn and Thanksgiving)**
- **Workshops (i.e. Studying Skills, International Student Panel Discussion, and Skills for Writing a College Research Paper)**
- **World Fest**
- **Lunch with an International Flavor**
- **Global Lion Mentor Program**

APPENDIX K – Summary of the end-of-year reports of the IIAC from last 5

2015-16 report: Dr. Buccitelli

2014-15 report: Ms. Lear

2013-14 report: Dr. Pai

2012-13 report: Dr. Smith

2011-12 report: Dr. Bayraktar

2011-12 report by Dr. Bayraktar

In one of the IIAC meetings, Dr. Bayraktar went over the summary of the report from the academic year of 2011-2012. The committee members determined the implemented suggestions from this report:

1. Creation of a sponsorship or mentorship program for international students to help them adapt to PSH and Middletown. It was suggested that the sponsors/mentors could be selected from staff/faculty or members of the community. [**Currently there are nearly 100 mentors to help new international students**]
2. Inconveniences encountered by international students during Thanksgiving and Spring Break when campus housing is not available. [**Currently, housing is available during the breaks**]
3. The Committee should work with Student Affairs to identify formal and informal leaders among student groups from various regions of the world and work through those student leaders to establish a bridge between the larger international student population and potential mentors/sponsors. [**Currently we have Global Ambassador Program. 40 students have been participating and 30 countries are represented**].
4. They suggest weekly "International Coffee Hour". [**On the campus we have International coffee hours**]
5. Collect information on University-wide minors that have an international/intercultural content [**We have "Global Studies Certificate". But currently there is no student. Dr. Tulay has been working on the certificate program and trying to promote it so that students can know about it**]
6. The University Fellowship Office at UP visited our campus to discuss funding opportunities for Fulbright and other prestigious scholarships for postgraduate as well as undergraduate students. [**Students can still get information from the University Fellowship Office**]
7. Writing support services offered by the Learning Center on our campus are inadequate for meeting the needs of international graduate students with excellent academic abilities but who need writing support beyond basic ESL services. [**These service is provided now**]
8. The following suggestions from the same report have not been implemented yet.
 - a. Suggest updating a database of our faculty's engagement international research, service, and teaching activities that was created in 2006-2007 academic year. [**Last year the IIAC members completed a survey study to collect information about the faculty engaging in international research, service, and teaching activities. But the outcomes are public. Previously information on international engagement of the faculty was available online. But it is not clear what happened to this database. The outcomes of the new survey study need to be presented in an online database. Self-reporting setting can be helpful. It was suggested that Chris Weaver from the marketing research and communications may help with this issue. The surveys may be announced or distributed during School Faculty Meetings to increase the**

participation. The participation rate in the survey study completed last year was 20 percent].

- b. Organization of "Annual International Film Festival". 2011-12 it was 12th festival. **[Unfortunately "Annual International Film Festival" has been cancelled due to funding issues. Given that we have a new theater in the SEC building, we may show more movies on the campus. It is suggested that "Center for Holocaust and Jewish Studies" may be interesting in sponsoring some movies. The Development Office may also provide some funds. We can also collaborate with the "Annual Jewish Film Festival" committee in Harrisburg (Dr. Buccitelli has suggested this). They may show some festival movies on the campus.]**

2012-13 report by Dr. Smith

The charges for the committee as received from the Penn State Harrisburg Faculty Senate were as follows:

1. Explore ways to help new international students make the transition to life at Penn State Harrisburg, including college infrastructure, academic learning center, housing availability, and collaboration with human service organizations. **[Comment: This is done]**
2. Update faculty international engagement database created in 2006-07. Work with Marketing/Web staff to keep database available in the college webpage. **[Comment: The survey conducted last year. We still need to work on the database to present the results.]**

The first charge received most of the focus of the work of the IIAC for the year, as noted below:

1. Proposed a motion to the PSH Senate that the Senate provide its support to request additional staffing for services to international students (the motion was approved by the Senate). **[Comment: Anna Marshall was hired after this suggestion]**
2. Discussed the provision of different meals to meet the needs of international students, the possibility of instituting a "guest chef" program, and the provision of international television programming for students. The need for such programming is being addressed through ITS and the administration upon the request of the IIAC. **[Comment: There are more international food options now. Ms. Howard said that some international TV presentations will be available in the future]**
3. Proposed a motion to the PSH Senate recommending that the administration establish a faculty group to provide assistance to the Office of International Program in the areas of strategic planning and curricular integration. The motion was presented and discussed at the PSH Senate meeting of March 19 with the final result being that this recommendation be included as a possible charge for the IIAC for next year. **[Comment: We need to discuss this with Marie-Louise Abram, Director; International Programs]**

Suggestions for future charges:

1. Hold focus sessions with international students to determine their specific needs and desires for programs. Of special concern is how the college can help improve the experience of international students at PSH. **[Comment: This is done]**
2. Serve as a body for guiding the strategic planning and curricular integration of international programming for the College. **[Comment: We need to discuss this with Marie-Louise Abram, Director; International Programs]**

3. Assist faculty in infusing internationalization into their courses and programs. [**Comment: Some workshops can be helpful**]

2014-15 report: Ms. Lear (selected suggestions and recommendations)

Recommendations for Future Charges to the Committee:

Subcommittee 1:

1. Work with Office of International Student Support Services to investigate resources and methods for more closely integrated the activities associated with Penn State Harrisburg's World Fest into relevant academic courses. [**Comment: World Fest was organized twice. Global Ambassador Program successfully promotes and organizes the Festival.**]
2. Investigate faculty awareness of Global Ambassadors Program and make recommendations to increase this awareness. [**Comment: Anna Marshall did a great job on this issue.**]

Subcommittee 2:

1. Develop a bibliography of relevant scholarship on faculty internationalization in institutions of higher education. These works could be read and considered by committee members or other faculty who are interested to support and expand internationalization efforts at Penn State Harrisburg. [**Comment: Still work-in-progress. This can be recommended for next year.**]
2. Investigate and advise regarding the most effective method to disseminate information gathered as part of the 2015 Global Engagement Survey so as to foster and deepen collaboration and global engagement among the faculty. [**Comment: The survey was completed last year. The issue is now how to present the results on line in a database. If faculty can update their pages, it would be more effective.**]

General Recommendations:

Subcommittee 1:

1. Continue and expand Penn State Harrisburg's World Fest on a yearly basis. [**Comment: It will be organized every other 2 years**]
2. Create system to acknowledge and reward faculty activities related to international students during the annual review (e.g., a new entry on the form). [**Comment: Such an item can be included in Digital Measures**].

Subcommittee 2:

1. The Faculty Senate should review the attached checklist and circulate it to the faculty (through the International Programs Office). [**Comment: This is done**]

Subcommittee 3:

1. Penn State Harrisburg should consider designing and running an ongoing series of workshops and events for Fulbright scholars, program representatives, and potential candidates. These

events should provide faculty with 1) information relevant to the application process and 2) opportunities to share experiences with the Fulbright program. **[Comment: This is done]**

2. Penn State Harrisburg should investigate a streamlined interface to allow faculty to update their own biographical information on the College's website. This interface should include questions or sections that concern global interests, background or engagement in research, service, and teaching. Doing so could replace or supplement a survey process. **[Comment: Work in progress]**

Additional Recommendations:

1. The Faculty Senate should consider creating a non-voting ex-officio seat on the IIAC for a representative, preferably the chair, from the Chancellor's Diversity and Educational Equity Committee (DEEC). The members feel that this would contribute to increased collaboration between these two key bodies tasked with the discussion of issues pertaining to diversity, intercultural awareness, and the international student experience at Penn State Harrisburg. **[Comment: A member of DEEC can attend one of the IIAC meetings to give updates about their findings, but it is not needed them to attend each IIAC meeting. This can be a suggested charge for next year]**

2013-14 report: Dr. Pai

Dr. Pai went over the summary of the report from the academic year of 2013-2014. The following suggestions have been implemented and current situation is updated by the different members of the committee:

- a. College-wide development of educational programs focused on a single country or region, across all disciplines and at all academic levels. **[Current we have several study tours, such as London. India tours]**
- b. International trip funding for faculty. **[Development funds and Global Travel Funds (Chancellor's office) are available for international travels for professional activities]**
- c. Seed grants that focus specifically on encouraging teaching, course development, and/or research projects in collaboration with colleagues in other countries. **[NITTE and Ferguson programs are currently available]**
- d. Review all university policies regarding study abroad made available to them. **[Currently international study tours are much better organized. Many precautions are taken, such as training on risk management.]**
- e. Facilitate a faculty forum on this issue as a means to learn from one another, exchange ideas on the issue, and show support for our LGBTQ community. **[The series of faculty training completed in last years. Maybe we can do the same for students]**

2015-16 report: Dr. Buccitelli

1. Recommended performing assessment of international students' needs in the Fall of 2016 using the following questions:
 - i. What attracted you to studying in the US?
 - ii. How have you been prepared to attend college at PSH? **[Comment: A survey study involving similar questions is distributed during the international student orientation.]**

2. Determine more systematic and permanent structure to collect and disseminate information about faculty global engagement. **[Comment: Faculty profile in Digital Measures can be used for information on international engagement of faculty members.]**
3. In conjunction with Office of Research and Outreach and the Faculty Center for Teaching and Instructional Technology, develop event program to discuss international research and teaching experiences and/or a symposium on global research. **[Comment: Fulbright presentations partially satisfy this suggestion.]**
4. Working with library faculty, create a resource guide for faculty interested in obtaining fellowships or grants to do research abroad. **[Comment: This can be suggested again.]**
5. Based on information gathered about Visiting Scholars Programs. Prepare step-by-step advice sheet for faculty who are considering an invitation to a visiting scholars. **[Comment: Available online]**
6. The College should investigate the possibility of creating or inviting training programs that can provide faculty with a grounding in intercultural communication and sensitivity that will serve them in teaching and research abroad, as well as interacting with international students on campus. **[Comment: This was initially suggested by Ms. Abram. This can be suggested again. It requires involvement of faculty members].**
7. Coordinate with Undergraduate Studies and Undergraduate Student Advisors in each school to assist in promoting enrollment in Global Studies Certificate Program. **[Comment: Dr. Tulay has been working on the revision of the program. Currently, there is no online information on the program.]**
8. Schools should more systematically evaluate how to integrate study programs into their existing curricula. **[Comment: It was suggested by Ms. Abram. Well-designed strategies are needed. The Strategic Planning Committee may help to accomplish this suggestion.]**
9. Investigate issues pertaining to the use of preferred names in College and University records for LGBTQA students. **[Comment: It is one of the current charges. It is work-in-progress].**
10. Investigating methods to more systematically identify and address issues pertaining to intercultural representation on campus. **[Comment: It is one of the current charges.]**
11. The Faculty Senate should consider creating a non-voting ex-officio seat on the IIAC for a representative, preferably the chair, from the Chancellor's Diversity and Educational Equity Committee (DEEC). The members feel that this would contribute to increased collaboration between these two key bodies tasked with the discussion of issues pertaining to diversity, intercultural awareness, and the international student experience at Penn State Harrisburg. /// The Faculty Senate should consider ways to increase formal structures for collaboration between the DEEC, the IIAC and the offices of International Support Services, International Programs, Campus Life and Intercultural Affairs. **[Comment: Different committees working on international and intercultural affairs may meet together once a year. A representative from DEEC may become a member of the IIAC.]**

APPENDIX L – Rules from the PSU constitution for the IIAC

Link for the PSU Constitution: <https://harrisburg.psu.edu/faculty-senate/constitution-bylaws-and->

(8.6) Committee on International and Intercultural Affairs

1. Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor or his/her representative, and the Senate President are ex-officio, nonvoting members.
2. Duties: The Committee on International and Intercultural Affairs promotes and increases international and intercultural awareness throughout the College community, and review and make recommendations regarding international and intercultural activities.
3. Standing Subcommittees

Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full committee not later than its next meeting.

APPENDIX M - Certificate Program in Global Studies – The document contains suggested changes by Dr. Tolay in 2016 before this certificate program was canceled.

Certificate Program in Global Studies

- Program Coordinator
[Patricia E. Johnson, Ph.D.](#)
- [Application for Certificate Completion \(PDF\)](#)

The Undergraduate Certificate in Global Studies is designed for students seeking to enhance their international learning and demonstrate that learning to others. Preparing students for global citizenship and global leadership, the program is built upon two required courses and provides a broad array of supporting course options.

Who Should Enroll

This 15-credit certificate program is open to any undergraduate student in any program or DUS. Both full- and part-time students are eligible, as are non-degree students.

It is intended for students who wish to expand their awareness of global issues, connections, and cultures. It also encourages students to develop advanced competence in a foreign language and to consider travel abroad as a part of their university experience. Certificate courses can count also toward any category of a student's degree program (first year seminar, general education, IL requirement, major, electives). All students should consult their academic advisers to develop an individual plan to incorporate the certificate requirements into their major.

How to Enroll

Students intending to complete the certificate must complete and submit the [Application for Certificate Completion](#) to the Penn State Harrisburg Office of the Registrar. Upon completion of all course requirements listed below, students must notify the Office of the Registrar by emailing hbgregistrar@psu.edu. The completed certificate will be noted on the student's official Penn State transcript.

Requirements for the Certificate Program

Required Courses (6 credits):

- Foundation course: INTST 100 or INTST 100S (GS, IL), Introduction to International Studies (3 credits) **or PL SC 014 (GS, IL), International Relations.**
- Capstone course: CAS 271 (US, IL), Intercultural Communication (3 credits). Introduction to intercultural communication. Focus on topics such as language, identity, prejudice, and intergroup relations on a domestic/ international level.

Supporting Courses (9 credits):

Take 9 credits chosen from at least two of the five categories listed below. Some courses appear in more than one category; in these cases, they may count toward fulfilling only one category. Courses potentially relevant but not listed here require approval of the Global Studies coordinator to be counted toward the certificate.

Category A: World history, geography, and politics:

- GEOG 040 (GS; IL), World Regional Geography
- GEOG 128 (GS; IL), Geography of International Affairs
- HIST 001 (GH, IL), Western Heritage I
- HIST 002 (GH, IL), Western Heritage II
- HIST 010 (GH; IL), World History I
- HIST 011 (GH; IL), World History II
- HIST 120 (GS; IL), Europe since 1848
- HIST 141 (GH; IL), Medieval and Modern Russia
- HIST142 (GS; IL), History of Communism
- HIST 165 (IL), Introduction to Islamic Civilization
- HIST 173 (GH; IL), Vietnam in War and Peace
- HIST 174 (GH; IL), History of Traditional East Asia
- HIST 175 (GH; IL), History of Modern East Asia
- HIST 176 (GH, IL), Survey of Indian History
- HIST 178 (GH, IL), Latin American History to 1820
- HIST 179 (GH; IL), Latin American History since 1820
- HIST 181 (GH, IL), Introduction to the Middle East
- HIST 191 (GH, IL), Early African History
- HIST 192 (GH, IL), Modern African History
- HIST 320, Contemporary World History and Issues
- PL SC 003 (GS; IL), Introduction to Comparative Politics
- ~~PL SC 014 (GS; IL), International Relations~~

- PL SC / WMNST 428 (US, IL), Gender and Politics
- **PL SC 442, American Foreign Policy**
- PL SC 453 (IL), Underdeveloped Systems
- **PL SC 455, Governments and Politics of Western Europe**
- PL SC 456, Political Institutions of Latin America
- **PL SC 467, International Relations of the Middle East**
- **PL SC 487, International Law and Organizations**

Category B: Cross-cultural communications and world arts:

- A & A 100 (GA; IL), Introduction to International Arts
- ART H 111 (GA; IL), Ancient to Medieval Art
- ART H 112 (GA; IL), Renaissance to Modern Art
- ART H 120 (GA; IL), Asian Art and Architecture
- ART H 201 (GA; IL), Ancient to Medieval Architecture
- ART H 423 (IL), Studies in Italian Renaissance Art
- ART H 429 (IL), Studies in Baroque Art
- ART H 435 (IL), Studies in Modern Art
- COMM 350 (IL), Comparative Media Cultures
- I HUM 150 (GA; IL), World Mythologies in the Arts
- MUSIC 009 (GA; IL), Introduction to World Music

Category C: World cultures, literatures, and belief systems:

- B A 364Y (US/IL), International Business and Society
- CMLIT 108 (GH; IL), Mythology
- CMLIT 110 (GH; US/IL), Jewish Literature: An International Perspective
- CMLIT 153 (GH; IL), International Literature and Film
- ENGL 221, British Literature to 1798
- ENGL 222, British Literature from 1798
- ENGL 454, Modern British and Irish Drama
- ENGL 486 (IL), World Novel in English
- GER 100 (GH, IL), German Culture and Civilization
- I HUM 410 (IL), Religion and Culture
- PHIL 007 (GH; IL), Asian Philosophy
- RL ST 001 (GH; US/IL), World Religions
- RL ST 101 (GH; IL), Comparative Religion
- RL ST 103 (GS; US/IL), Introduction to Hinduism
- RUS 100 (GH; IL), Russian Culture and Civilization
- SPAN 130 (GH; IL), Iberian Culture and Civilization
- SPAN 132 (GH; US/IL), Ibero-American Culture and Civilization

Category D: Diversity courses:

- AAA S 102 (WMNST 102) (GH;IL), Women of Color: Cross-Cultural Perspective
- CMLIT 005 (GH;US;IL), Introduction to Literatures of the Americas

- CMLIT 101 (GH;US;IL), Race, Gender, and Identity in World Literature
- CMLIT 110 (GH;US;IL), Jewish Literature: An International Perspective
- COMM 419 (US;IL), World Media Systems
- ENGL 182A (GH;US;IL), Literature and Empire
- GEOG 020 (GS;US;IL), Human Geography: An Introduction
- GEOG 120 (GS;US;IL), Urban Geography: A Global Perspective
- HIST 144 (GH;US;IL), The World at War: 1939-1945
- HIST 211 (AAA S 211) (GH;US;IL), The Emergence and Evolution of the Black Diaspora in the Atlantic World
- HIST 419 (WMNST 419) (US;IL), The History of Feminist Thought
- IST 341 (US;IL), Human Diversity in the Global Information Technology
- LARCH 065 (GA;US;IL), Built Environment and Culture
- PL SC 123 (GS;US;IL), Ethnic and Racial Politics
- PL SC 428 (WMNST 428) (US;IL), Gender and Politics
- PSYCH 232 (GS;US;IL), Cross-Cultural Psychology
- RL ST 001 (GH;US;IL), Introduction to World Religions
- RL ST (GH;US;IL), Introduction to the Religions of the East
- RL ST 004 (CAMS 004, J ST 004) (GH;US;IL), Jewish and Christian Foundations
- RL ST 103 (GH;US;IL), Introduction to Hinduism
- RL ST 104 (GH;US;IL), Introduction to Buddhism
- RL ST 107 (GH;US;IL), Introduction to Islam
- RL ST 110 (CAMS 110, J ST 110) (GH;US;IL), Hebrew Bible: Old Testament
- SPAN 131 (GH;US;IL) Ibero-American Civilization
- THEA 208 (AAA S 208) (GA;US;IL), Workshop: Theatre in Diverse Cultures
- WMNST 001 (GS;US;IL), Introduction to Women's Studies
- WMNST 003 (GH;US;IL), Introduction to Women, the Humanities, and the Arts

Category E: Advanced foreign language acquisition and/or international travel/study abroad:

- Advanced foreign language acquisition course such as SPAN 110, Intermediate Conversation
- International travel course or study abroad, for example:
 - B A x99, Foreign Studies
 - EDUC 499, Foreign Studies
 - I HUM 499, Foreign Studies
 - I B 299, Foreign Studies
 - INART x99, Foreign Studies
 - L A x99, Foreign Studies
 - PL SC 199, Foreign Studies
 - PL SC 499, Foreign Study – Government
 - CRIMJ 199, Foreign Studies

Total: 15 Credits

MINIMUM GRADE POINT AVERAGE REQUIREMENT FOR CERTIFICATION: Minimum grade of C required in all courses.

**Penn State Harrisburg
College Faculty Senate
Physical Plant Committee
Report for 2016-2017 Academic Year**

The Physical Plant Committee (PPC) held two meetings during the semester. The details of each are as follows:

- September 22, 2016

Largely an organizational meeting, the agenda contained a round of member introductions, a review of the charges for the year, and a detailed explanation of two high profile projects that will likely be seen on campus before the end of the fiscal year on June 30, namely the construction of a clock tower and a fountain that will contain a donated art object, *The Rhythm of the Seas*.

With the completion of the Student Enrichment Center, the center of campus has begun to make a shift away from Olmsted. The addition of the clock tower will further cement that shift, but it was important for the PPC members to understand some of the issues involved in determining its location. Using materials from the architects, the PPC examined the various choices along with their pros and cons. At the time of the meeting there was no final decision disclosed.

- November 3, 2016

This meeting had two major agenda items: renovation of the labs in the Olmsted Basement and the new smoking policy.

PPC member, John Hoh explained need for the renovation of the labs. The water problem was resolved, but also the renovation undertakes improvements in the instructional space involved. Other discussion included the classroom space crunch which necessitates retaining the temporary trailers next to the east end of Olmsted and the additional classroom space being provided in the Library.

The discussion of the new smoking policy included insights from Police Chief Kevin Stoebr. The policy is divided into three parts:

Step 1: Smoking is only OK in the parking lot and cannot be within 25 feet of a building entrance. Note that a complicating factor is the handicap lot on the south side of Olmsted. University housing is a separate issue and will have its own set of rules.

Step 2: Imposing the no tobacco zone. This means more than just no smoking, but tobacco in any form. Moreover, ecigs are included.

Step 3: An information campaign that will include info tents in food courts and info cards that will be handed to offenders by student workers employer for that purpose. Note that officers from Police Services will not be deployed for this effort as such would divert them from their main role of protecting the campus community.

- April 27, 2017

Ed Dankanich provided an update on several College projects. A carryover topic from fall was the location of the statue and fountain. Location will be in the green space between Street and the Student Enrichment Center. Timing for completion of the project is late summer and early Fall 2017.

The clock tower will be located off the walkway to the southeast of the SEC. Completion of that project is scheduled for late next fiscal year if funding is approved.

The train station project continues to progress. An architect's model of the structure is complete and now on display in the window of the Marketing and Communications Office off of the Olmsted Lobby. This project is an effort of PennDOT and Amtrak. But has major implications for the College given the direct pedestrian access that will be afforded by a pedestrian bridge over Rt. 230. While the parking lots have been substantially completed, the project is a complex one given the number of stakeholders involved.

The smoking policy and its related enforcement was a subject of considerable discussion earlier in the academic year, but now is superseded by a university-wide policy that is currently in development and expected during the next academic year. This item will continue to be monitored by the Physical Plant Committee.

Finally, Ed introduced his successor, Chuck Garber, who the Committee notes will be added as our key contact.

Respectfully submitted.

Richard R. Young, Ph.D., FCILT

Chair

Faculty Senate Strategic Planning Committee 2016-17 End of Year Report

Committee Members:

Ma'Moun Abu-Ayyad SET 2/2
 Jane Beckett-Camarata SPA 2/2
 Richard Brown SBA 2/2
 Maggie Gerrity HUM 2/2
 Mukund Kulkarni ADMIN
 Heidi Moyer, LIB, 1/2
 Catherine Rios, Chair HUM, 2/2
 Martha Strickland BSED, 2/2
 Linda Rhen, Senate Liaison, 1

AY16-17 Charges:

1. Standing Charge: communicates to, and solicits feedback from, college faculty about the Capital College Strategic Plan, Master Plan, and Integrated Plan; reviews and recommends policies concerning relations with other educational institutions, research centers, and related organizations; reviews and recommends action on matters of College planning that affect the academic environment; reviews functions of the College that contribute to, or inhibit, planning process;
2. Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
3. Review the duties of the committee specified in the Constitution / by-laws to make suggestions on adding, deleting, or maintaining duties.

Meeting Times:

September 27, 2016
 December 15, 2016
 January 19, 2017
 April 20, 2017

December 1, 2016 The University Strategic Plan Status Report – Nick Jones
 January 23, 2017 University Strategic Planning Forum – Stewarding our Planet's Resources
 February 23, 2017 University Strategic Planning Forum – Advancing the Arts and Humanities
 March 22, 2017 University Strategic Planning Forum – Enhancing Education
 March 30, 2017 University Strategic Planning Forum – Driving Digital Innovation
 April 7, 2017 University Strategic Planning Forum – Enhancing Health, Harrisburg

The Strategic Planning Committee met in September to review the charges and establish a timeline for reviewing 1) end of year reports and 2) constitution By-laws to make recommendations for updating.

Upon the announcement of the Provost's Strategic Plan Status Report, and the subsequent series of University Strategic Planning Forums, the committee was requested by the Senate to attend those sessions. One or more committee members participated in each forum, either in person or via teleconference. Much of our time was directed towards these activities.

Our scheduled meeting times were spent reviewing the Forum presentations, linking them to the strategic plan of the College, and identifying emerging initiatives that the College can align with to further the goals of our strategic plan. We connected initiatives to the results of the most recent Community Assessment Report (Climate Assessment Report), sought to identify obstacles in achieving our own Strategic Planning goals, and aligned our goals and initiatives with those of the University.

Charge I: The Committee reviewed the end-of year reports, and noted the value in this review process to identify areas that might need attention from the Senate. These areas could address obstacles in achieving Strategic Planning goals encountered or revealed by the Senate Committees; identify redundancies in initiatives throughout the College; and link and communicate University resources to fulfill Strategic Planning goals through College initiatives.

Charge II: The Committee reviewed the Constitution By-Laws pertaining to the Strategic Planning Committee:

- communicates to, and solicits feedback from, college faculty about the Capital College Strategic Plan, Master Plan, and Integrated Plan;
- reviews and recommends policies concerning relations with other educational institutions, research centers, and related organizations; and
- represents the Senate on the College's Strategic Planning Committee; accordingly, the Senate Strategic Planning Committee's chair will co-chair the College's Strategic Planning Steering Committee;
- consults with other Senate committees on aspects of the Strategic, Master, and Integrated Plans that impact academic programs, and make recommendations related to potential impact on the academic mission of the College;
- reviews and recommends action on matters of College planning that affect the academic environment;
- reviews functions of the College that contribute to, or inhibit, planning process; and
- other planning activities as approved by the Faculty Senate President

Through inclusive discussion the committee identified the following possible revisions to the by-laws for consideration by the Senate:

- Facilitate communication of strategic plan to the College community
- Represent the Faculty Senate on the Strategic Planning Committee
- Enable Unit level strategic planning through coordination of information and processes
- Identify and share best practices for strategic planning
- Institutionalize the strategic planning process to achieve greater continuity
- Contribute to the design and implementation of the Community Assessment survey
- Support faculty responsibility and accountability towards implementing the strategic plan

To: Student Affairs Committee members and Faculty Senate President Dr. Bing Ran

From: Hengameh Hosseini, Chair, Penn State Harrisburg Student Affairs Committee

Re: Student Affairs Committee Annual Report

Date: Updated May, 01, 2017

Dear Colleagues,

Student Affairs Committee has the standing charge of considering policies involving those aspects of student life on the campus of Penn State Harrisburg that are of concern to graduate as well as undergraduate students. Additionally, the committee is also to make recommendations concerning student awards and scholarships annually

Student Affairs Committee met several times during the 2016-2017 academic year. During these meetings, in addition to assigning financial aid awards to students in collaboration with Enrollment Services, the committee also discussed several relevant issues and made recommendations to appropriate individuals through Dr. Ran. In general, the Committee discussed the issues dealing with those aspects of student life on our campus that are of concern to both graduate and undergraduate students. Our hope was that our recommendations would be implemented. The student representative on the committee suggested some of the issues discussed.

Student affairs Committee met several times during the following dates in the 2016-2017 academic year:

- Tuesday, October 18th from 11:30 to 1:00 pm
- Tuesday, December 6th from 11:30 to 1:00 pm
- Monday, Jan, 30th, from 11:30-1:00 pm
- Wed Feb, 23rd, from 11:30 to 12:00
- Thursday, April, 13, 2017
- Friday, April, 21st, 9- 3 pm

Student Affairs Committee Members in 2016/2017 included:

- David Witwer
- Eileen Ahlin
- Eric M. Bliman
- Joe Cecere
- Glenn S. McGuigan
- Hengameh Hosseini, Chair
- Jeremy Scott; Lewis Asimeng-Boahene
- Patricia Flecha Amarante (graduate student)
- Shashi Marikunte
- Susan F Havranek

The first meeting of this academic year was held on October 18th and was attended by the following members:

- David Witwer
- Eileen Ahlin
- Eric M. Bliman
- Glenn S. McGuigan
- Hengameh Hosseini, Chair
- Jeremy Scott; Lewis Asimeng-Boahene
- Patricia Flecha Amarante (graduate student)
- Shashi Marikunte
- Susan F Havranek

The issues discussed at the first meeting were as follows:

The meeting began by discussing the policies involving those aspects of student life on our campus that are of concern to both graduate and undergraduate students. The concerns that were brought by a graduate student included the following:

The committee began by discussing the problems that various students have had with Canvas and Lion path, the various suggestions made for resolving and fixing those problems, issues regarding the transfer of extra accepted students by Penn State Harrisburg to other Penn State campuses, and the visa problems some of our international students have had while returning from their visits to their home countries.

- Another issue discussed during that first meeting had to do with Counseling Services at Penn State Harrisburg. Mention was made of the lack of trauma specialists at Penn State Harrisburg, particularly as it relates to helping victims of sexual harassment and sexual abuse, as well as helping those who have witnessed disease or death of their loved ones. As emphasized, to deal with such problems, the campus needs counseling specialists. Suggestion was made to invite individuals from our Counseling Services for our next meeting, and to form partnership with Hershey Medical Center. Dr. Hosseini recommended to invite the Director of Counseling Services for the next meeting to discuss these important issues.
- Another issue discussed at the meeting had to do with Penn State Harrisburg Cafeteria. As indicated, the Cafeteria lacks variety of food options; it also lacks choices of healthy food. As suggested, attempt should first be made to resolve the problem by suggesting these concerns to those in charge of the Cafeteria, if possible. Otherwise, if those in charge of the Cafeteria cannot make the needed changes, there might be the need to discuss the matter with outside providers of cafeteria services.
- The last issue discussed had to do with Career Services. Mention was made that the services provided by Career Services at the present time seem to be adequate, and no complaints has been reported.

The Second meeting of this academic year was held on December 6th, 2016

The following members attended the meeting:

- Hengameh Hosseini (Chair)
- Shashi Marikunte (Assoc. Chair)
- Eileen Ahlin
- Eric Bliman
- Susan Havranek

- Glen McGuigan
- John Saad (Student Representative)
- Guests: Steve Backels (Director of Counseling)
- Lily Duarte. (Counseling)

The issues discussed were as follows:

The meeting started with the introduction of all the members in attendance as well as guests from Counseling Services- Steve Backels and Lily Duarte-who had been invited to update the Committee on counseling services offered at PSH.

Dr. Backels provided the handout of services offered by their office. He also informed us that all the new faculty are provided with this information during the New Faculty Orientation.

- Dr. Backels discussed the challenges their office staff had faced last year after staff changes made, while providing current staffing information. He informed the committee that there is no staff issues this current year. He also introduced Ms. Lily Duarte (from the YWCA of Greater Harrisburg), who provides counselling services for Trauma, Abuse, and Sexual Harassment cases.
- Some other issues/topics that were discussed at the meeting were:
 - Post-election stress. Argument was made that some students felt stressful, or did not feel very safe, as a result of the US election results. There was a discussion on how to handle these sensitive issues with students without taking sides.
 - Trauma: In our previous committee meeting, a faculty member had brought to our attention a lack of trauma treatment/assistance at PSH. However, we were informed that trauma assistance is handled by the counseling office and that trauma victim's compensation/assistance program is available. These services are also provided by the YWCA and there is a 24 hour hotline available for such assistance.
 - As indicated by Dr. Backels, counseling services are also provided for death/violence, and military veterans with PTSD.
 - As he indicated, presently, there is no concern with staffing for counselling services, especially once all the hires are made.
- SGA representative at the meeting discussed several topics of interest to students that need to be addressed. The topics suggested included:
 - Student Activity Space/Storage: At present, there is no adequate space and it is one of the concerns that student groups have.
 - Parking space for students who are expecting mothers: There is no designated space for expecting mothers.
 - Active shooter training: Students need to be provided training for such a situation.
 - The smoking policy is ineffective. Students seem to disregard smoking signs and there is no effective enforcement of smoking policy. However, it was brought to our attention by a faculty member that smoking policy is being discussed at the university level at this time.

- Problems with on-campus housing during breaks. This is a serious concern/problem for international as well as out of state students.
- Library hours during weekends. Students want to see the library hours extended during weekends.
- Health Insurance: as it seems, there is no clarity among students regarding health insurance requirement.

The third meeting of this academic year was held on Jan, 30th, 2017

During that meeting, the Committee discussed a memorandum received from Steve Backles which stated the following:

- “Thank you for inviting Lily Duarte (YWCA Sexual Assault Educator and Victims’ Advocate) and I to meet with your Committee on Dec. 6 to discuss support for students who have been assaulted and/or otherwise victimized. Interestingly, most of the discussion focused on the student reaction to the November election and faculty efforts to assist students upset with the results.
- I offered to send suggestions for how to respond to students who wish to share concerns about the election and did so on December 21. I hope you found this helpful if you have met with upset students since that time.
- I also offered to meet with Director of Student Affairs Dr. Felicia Brown-Haywood to see about an institutional approach on assisting students. As she and I talked, we recognized that a broader approach may be in order. So Dr. Brown-Haywood, Senior Associate Dean Omid Ansary, and I met late last week to discuss how to support faculty who wish to support students.
- Several themes and questions emerged as we talked. How did we as a country get here: with a President who is a magnet for such strong emotion, both positive and negative, and with election results that surprised so many experts? How can we best support students if we share their passionate reactions? How can we best support students when we do not share their passionate reaction? If I have a strong negative reaction to the election’s outcome, what might I learn from those with whom I disagree? What is my level of social responsibility for political and other social areas when I have a concern?
- Dr. Ansary asked me to share with you that the Chancellor’s Office will strongly support programming – a panel presentation, an invited speaker – that would educate the faculty and larger campus community on how to make sense of this election that surprised so many and how to best offer help to those who are upset by its results. Please contact Dr. Brown-Haywood, Dr. Ansary, or me if we can be of assistance.”

The fourth meeting of this academic year was about Walker Award Nomination Meeting, and was held on February, 23rd

- During that meeting, eight committee members met and reviewed applications for the award and voted in favor of a student who is a Biology major.

The fifth Student Affairs Committee meeting of this academic years was about Murphy Award Scholarship, which was held on April, 13, 2017.

Participants during that meeting included:

- Hengameh Hosseini,(Chair)
 - Michael Melnyk
 - Eric Bilman
 - Susan Havranek
 - David Witmer (Expo)
 - Lauren Anderson
 - Rob Coffman
 - Carolyn A. Julian (PASFAA President)
- During that meeting, the Committee reviewed 40 applications for that award, ranking them and selecting a candidate for the award which amounted to \$5000.

The last meeting of the Committee concerned the selection of Faculty Senate Scholarship Awards, which was held on April, 21th ,2017

Participants during that last meeting included:

- Hengameh Hosseini, Chair
- Susan Havranek,
- Carolyn A. Julian (PASFAA President)
- Shashi Marikunte,
- Eileen Ahlin,
- JoeCecere

During that meeting, the Committee awarded \$445,843 to 284 students, yielding an average of \$1900 per student.

Respectfully,

Hengameh Hosseini